Enterprise Reporting Financial Reports

New User Training

Washington State Department of
Enterprise Services

ER Course Outline

- System Overview

- ER Logon Information

- How to Run a Report
  - Parameters (What?)
  - Recurrence (When?)
  - Destination (Where?)
  - Format (How?)

- Viewing Reports
  - Printing
  - Exporting

What is the Enterprise Reporting System?

- AFRS – Agency Financial Reporting System
  - State-owned accounting system
  - Official book of record for WA

- ER - Enterprise Reporting System
  - Report scheduling and viewing application
  - Accessible through state Intranet or Internet (for those outside of firewall)

ER Operation & Supports

- ER Hours of Operation
  - 24/7 for Viewing Reports
  - Daily system update from 8 p.m. – Midnight - New reports cannot be generated

- Patches – Between 12:00 a.m. and 7:30 a.m. on the Last Monday of every month.

- Getting Support
  - 8:00 a.m. to 5:00 p.m. Monday through Friday
  - 360-407-9100 (Solutions Center)
  - SolutionsCenter@des.wa.gov

Enterprise Reporting Access

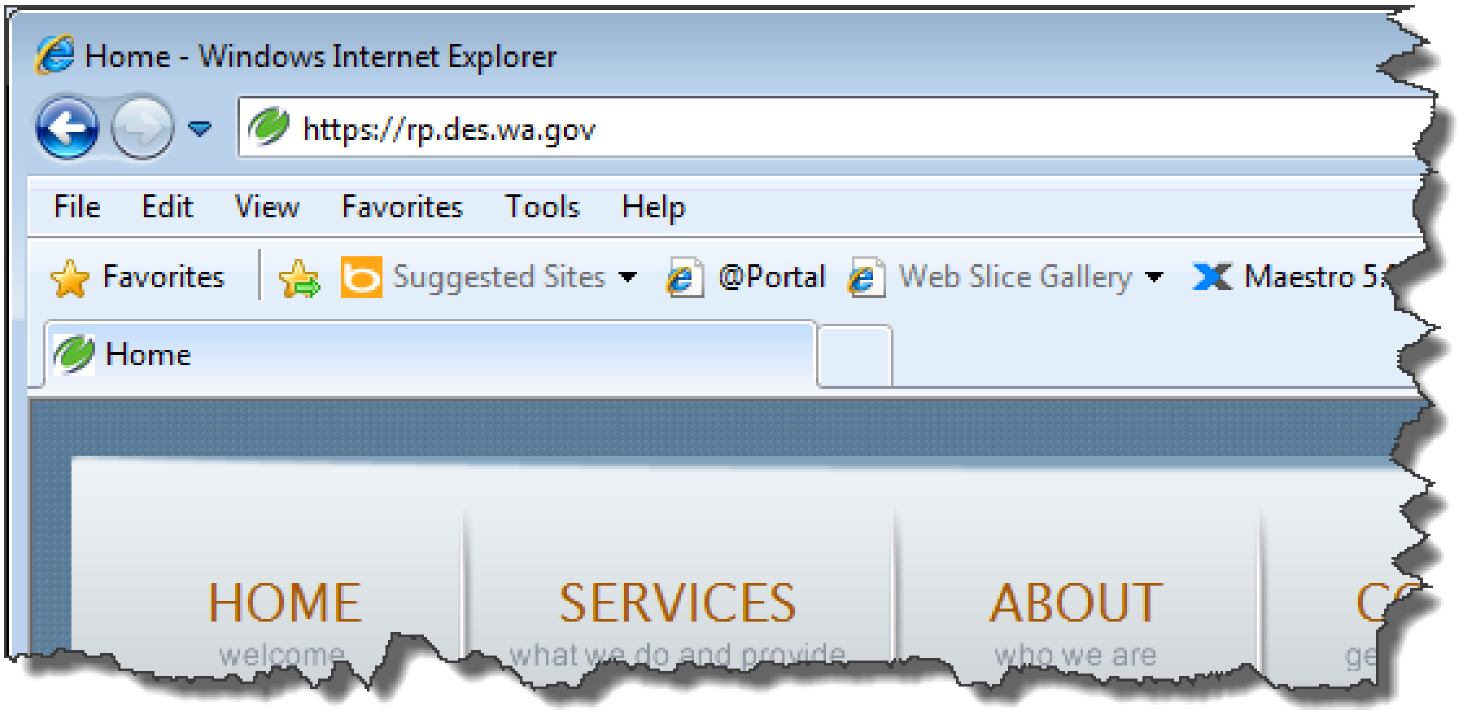
- Enterprise Reporting customers must have online access either through the State Governmental Network (SGN) or through Secure Access WA (SAW) for use from outside of the state firewall.

- This guide only includes information for access within the SGN.

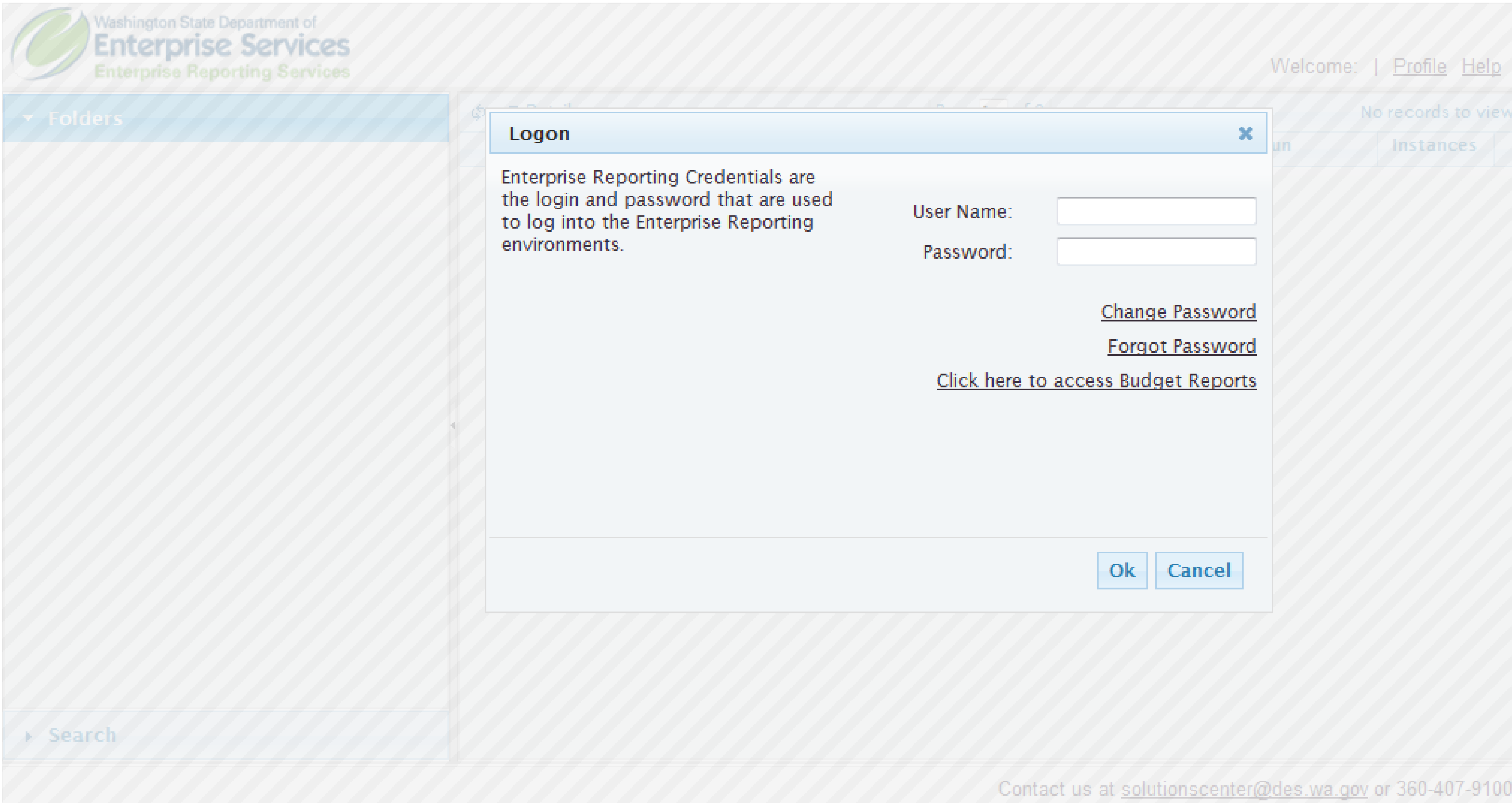
- For access using SAW please consult the instructions at:
- http://des.wa.gov/SiteCollectionDocuments/ITSolutions/Enterprise%20Reporting/WEBI%20SAW%20Instructions.pdf

ER Financial Report Access

- *Open your Internet Web Browser*
- *Enter* web address: https://rp.des.wa.gov

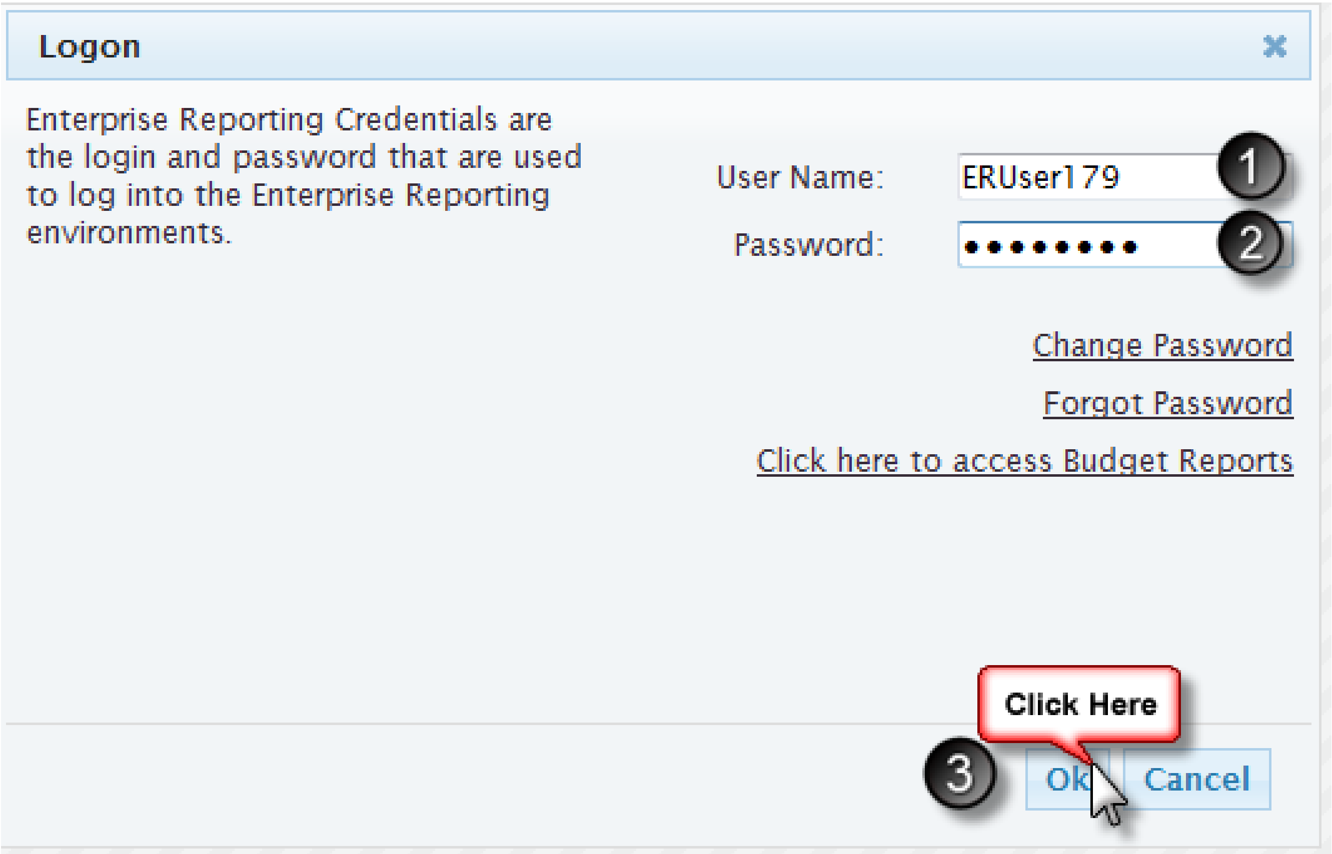


ER Logon Page



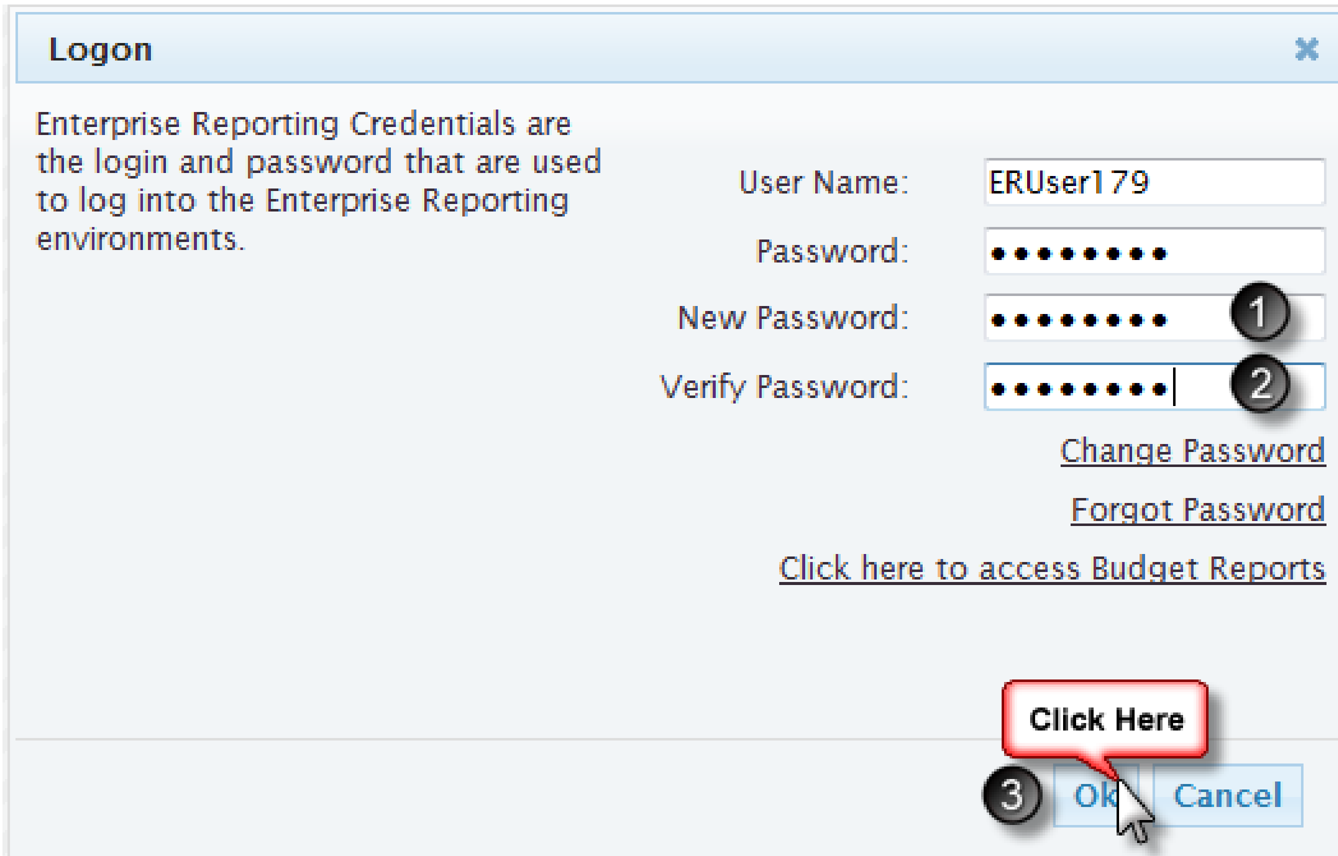
Log On to Enterprise Reporting

1. Enter your Enterprise Reporting User Name
2. Enter your Enterprise Reporting Password
3. Click Ok



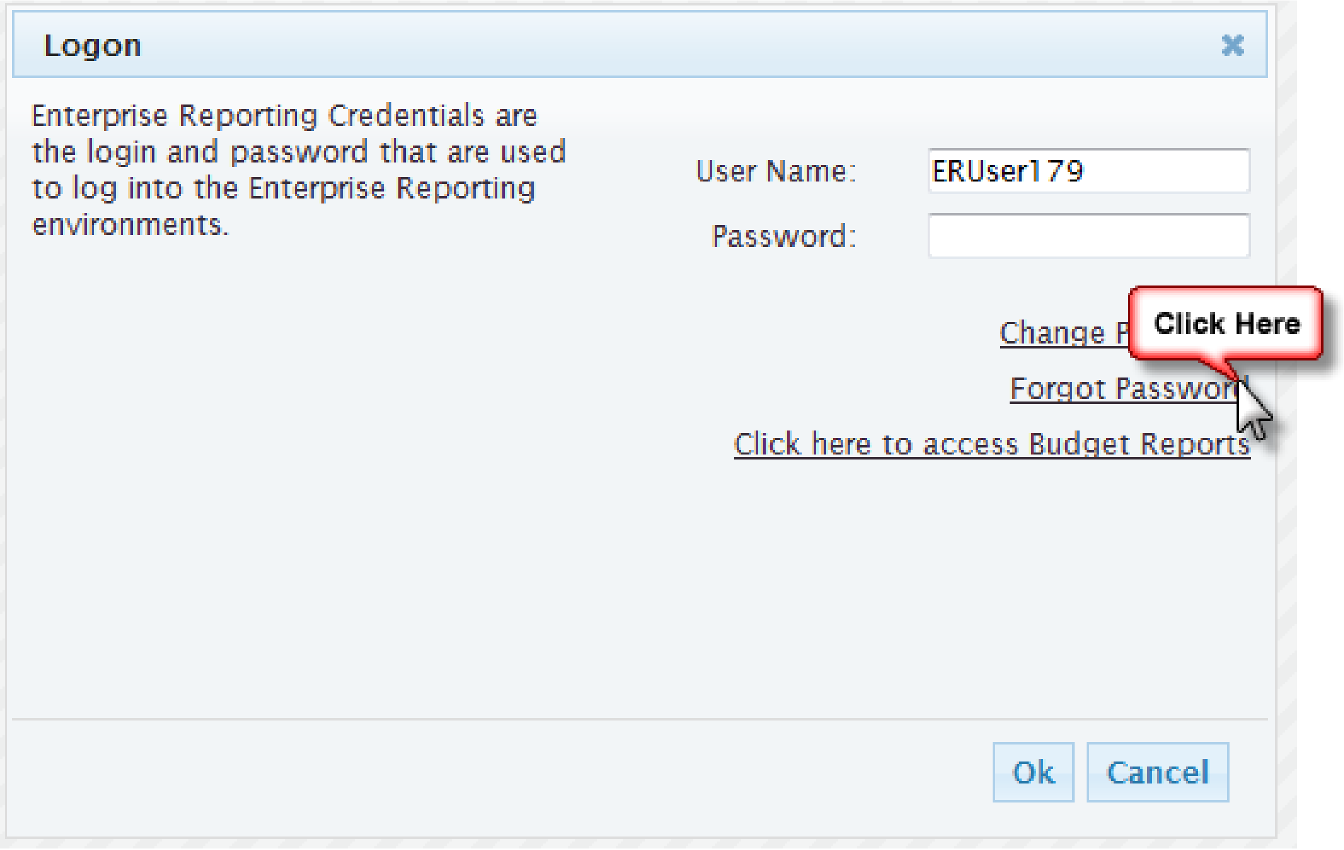
Change Password after Initial Log on

1. Enter the password you would like to use in the New Password box.
2. Confirm your new password by retyping it in the Verify Password box.
3. Click Ok.



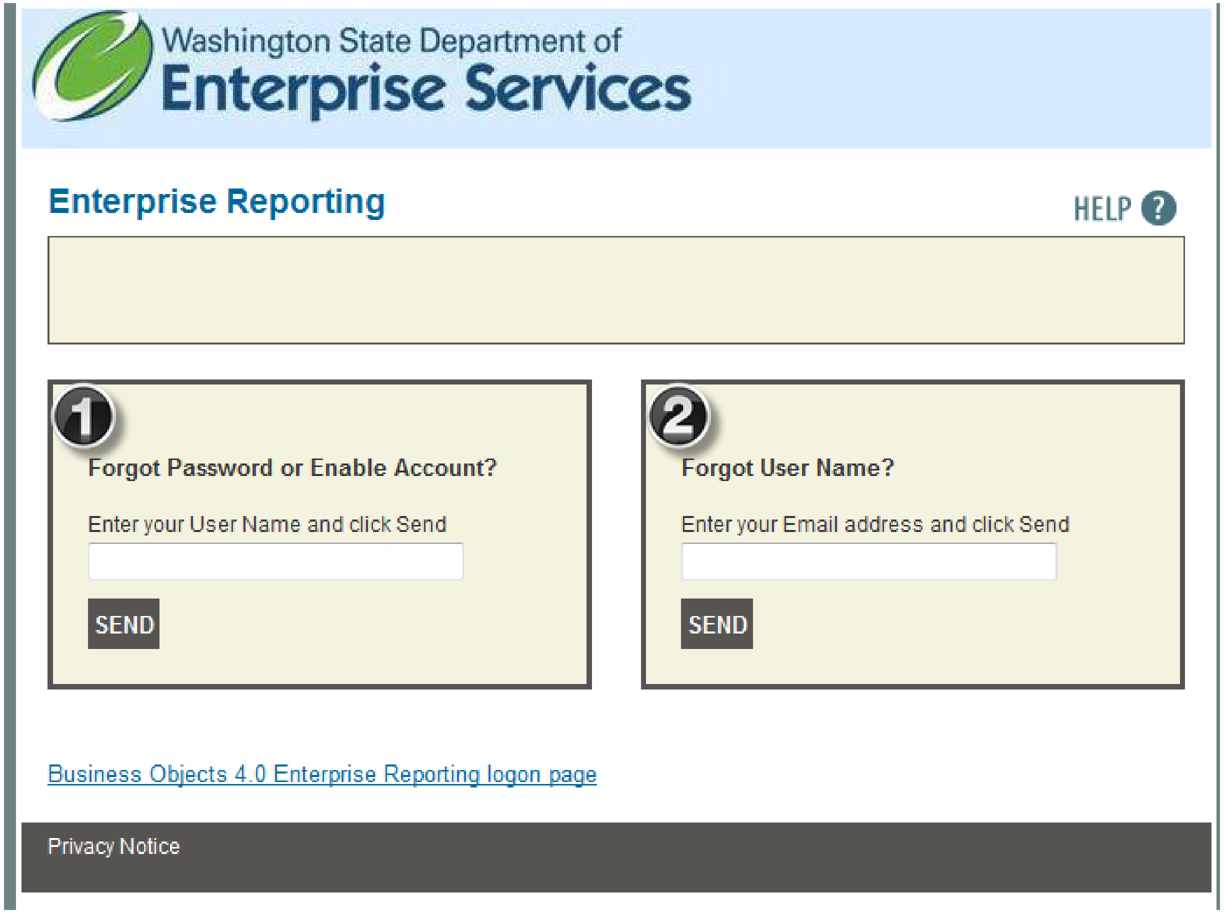
Forgot Password/User Name?

- ***Click*** on the "Forgot Password" link.



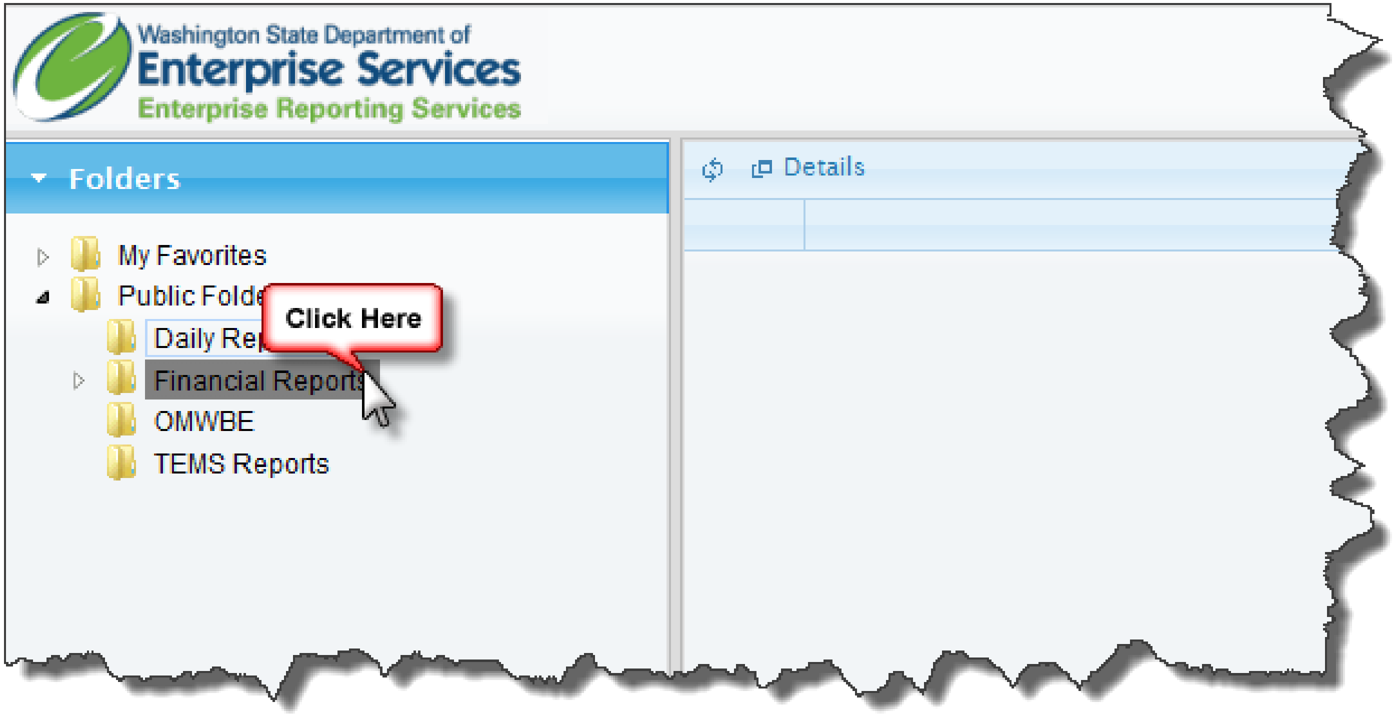
Forgot Password/User Name?

1. *Enter your **User Name** to reset your password.*
2. *Enter your **Email** to have your User Name sent to the email address on file in ER.*



Financial Reports

- Click on Financial Reports



Report Folder Descriptions

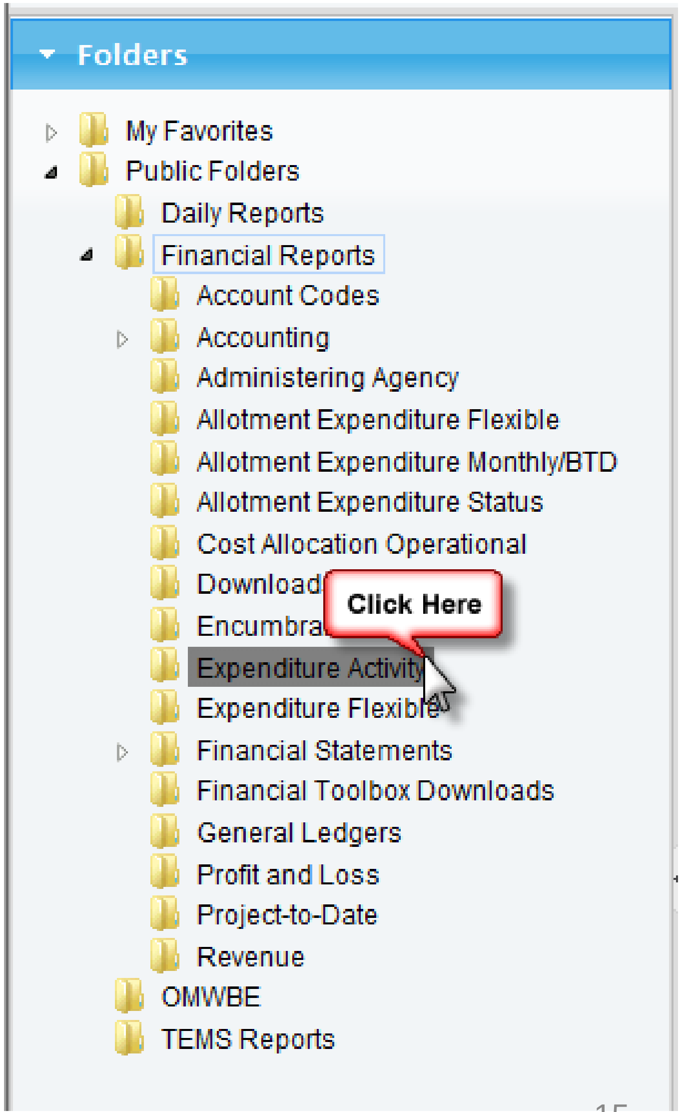
Top Level Folder	Sub Folders	Description
Daily Reports		Reports that are used to verify transactions and payments made in AFRS.
Financial Reports	Account Codes	Allows customers to run a report to view their agencies chart of accounts.
	Accounting	Accounting related reports used to ensure agencies accounting data is in balance. Includes sub folders for Budget/Actuals, Exceptions, Federal, and Interagency and Interfund reports.
	Administering Agency	Help an administering agency track the fund(s) that they are responsible for oversight on.
	Allotment Expenditure Flexible Allotment Expenditure Monthly/BTD Allotment Expenditure Status	Allows customers to review and analyze cash expenditures, accruals, and encumbrances against the allotments for a selected period.
	Cost allocation Operational	Allows customers of the Cost Allocation System to review their cost allocation plans. Not all agencies see this folder.
	Disclosure Reports	This folder is only available to OFM and the State Auditor's Office.
	Downloads/Extracts	This group of reports are designed to be run in Excel and provide a flexible data download for research.
	Encumbrances	Allows for the review and analysis of encumbrance information by document.
	Expenditure Activity	Allows for the review and analysis of expenditure data. Expenditure data includes transactions from General Ledgers 6410, 6505, 6510, 6516, 6560.

Report Folder Descriptions

Top Level Folder	Sub Folders	Description
Financial Reports cont…	Expenditure Flexible	
	Financial Statements	Allows customers to view the financial position, operating results, and other pertinent information leading up to the Comprehensive Annual Financial Report (CAFR).
	Financial Toolbox Downloads	Allows customers to download Cost allocation information into an Excel document for use with the Financial Toolbox system. Not all agencies see this folder.
	General Ledgers	Allows customers to review and analyze general ledger account activity and balances.
	Profit and Loss	Not all agencies see this folder.
	Project to Date	Review and analyze budgeted and actual expenditures, and estimated and actual revenues for a selected period for the corresponding project-to-date periods. These reports only show data based on the projects start and end date on the project control table.
	Revenue	Allows for the review and analysis of revenue data. Revenue data includes transactions from General Ledgers 3205, 3210, 3260, 3225, 6516, 6560.
OMWBE		Reports used to track agency spending with diverse businesses.
TEMS		Travel Expense Management System Operational Reports

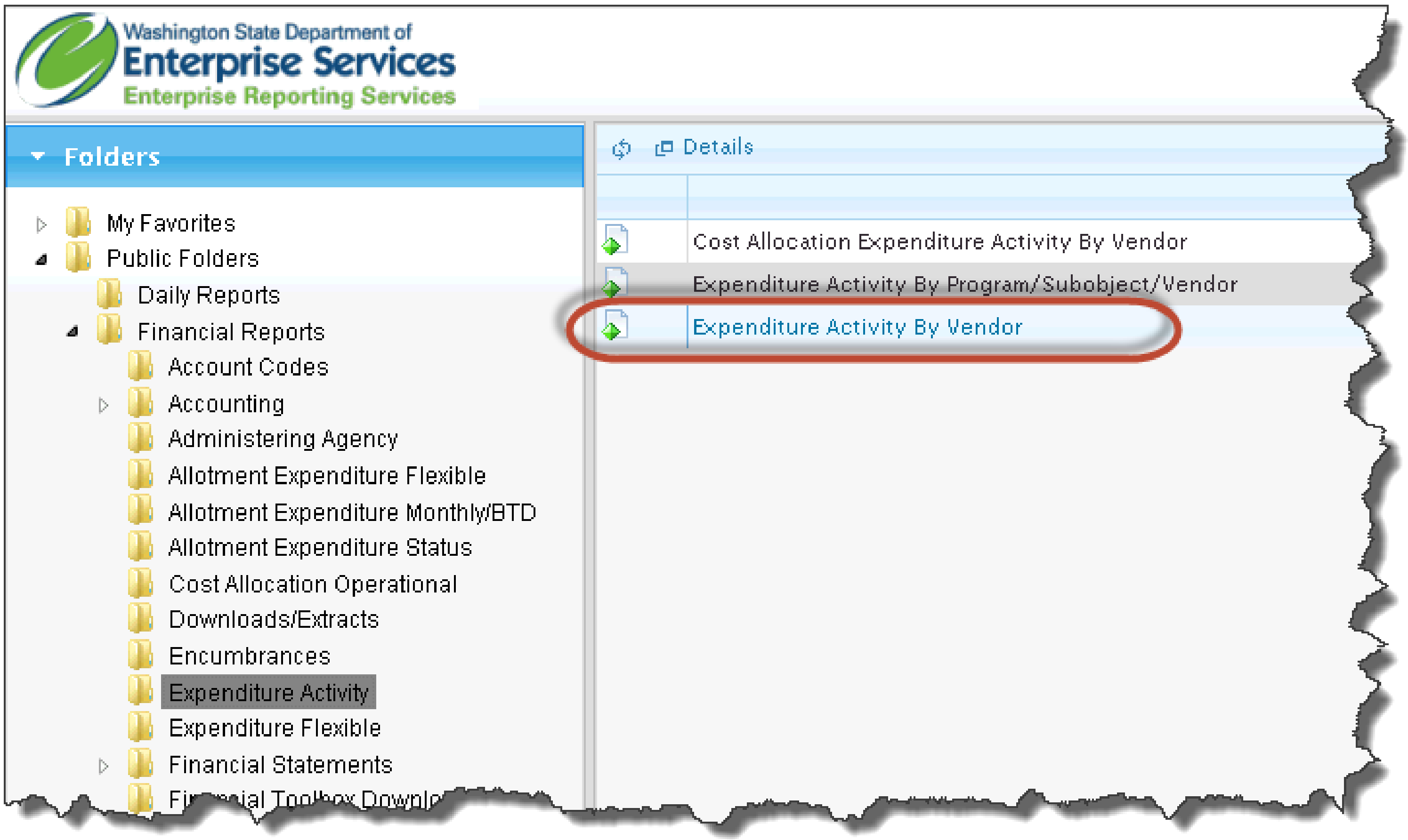
Locate the "Expenditure Activity" folder

Go to Expenditure Activity folder……and find the *Expenditure Activity by Vendor* report



Expenditure Activity by Vendor report

- Double click on Expenditure Activity by Vendor.



General Ledger Accounts for Expenditure Reports

Expenditure reports are based on specific general ledger account codes established by Statewide Accounting.

Example: Cash, Accru(all) GL6510, GL6505, and GL6560

- 6510 - Cash expenditure - charges for goods/services **received & paid.**

- 6505 - Accrued expenditure - charges for goods/services **received & not paid**.

- 6560 – Estimated Accrued Expenditures – estimated amounts for goods/services **received & not paid.**

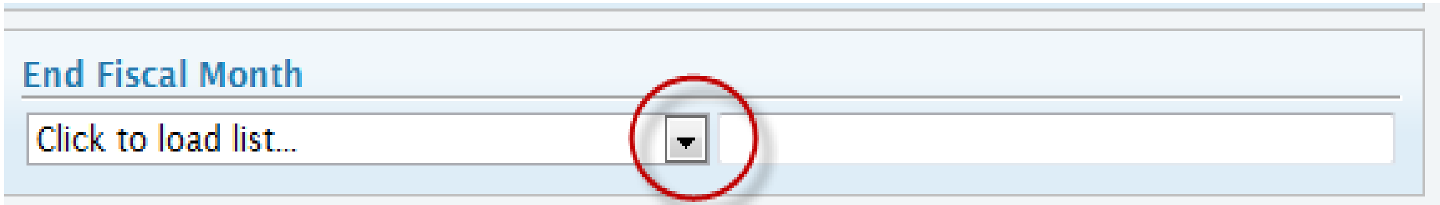
Parameters

- Parameters (What?) – What AFRS financial information would you like to pull into your standard report template?

Parameter Input – Pick Lists

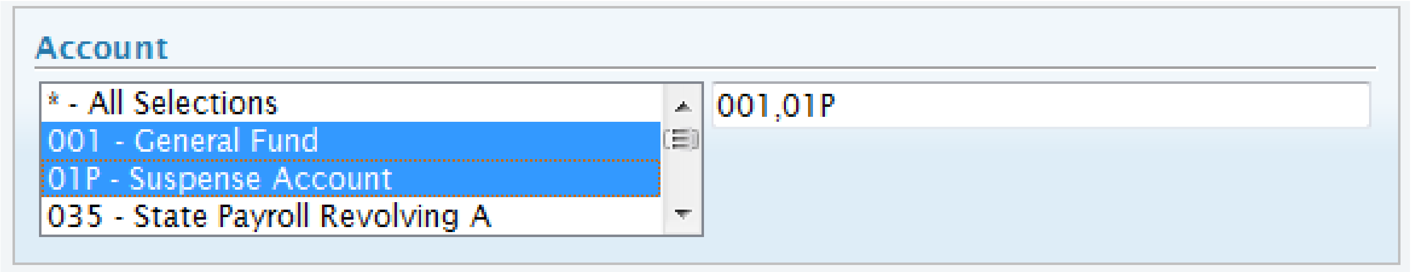
Single Value Pick Lists

- These pick lists will limit selections to a single value. Single selection pick lists will have a drop down arrow to open the pick list.



Multiple Value Pick Lists

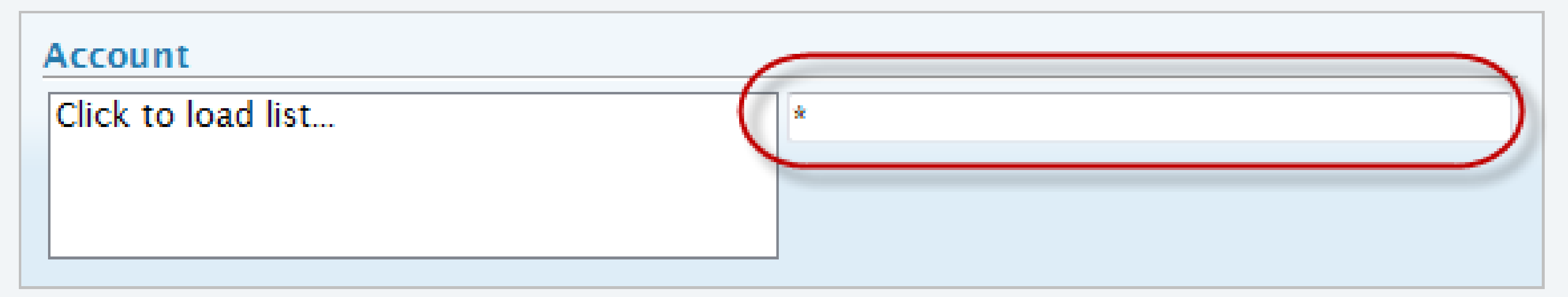
- Multiple value pick lists allow the user to hold down the control key on their keyboard and select multiple values. These pick lists have a box which will display the pick list values.



Parameter Input – Free-Form Entry

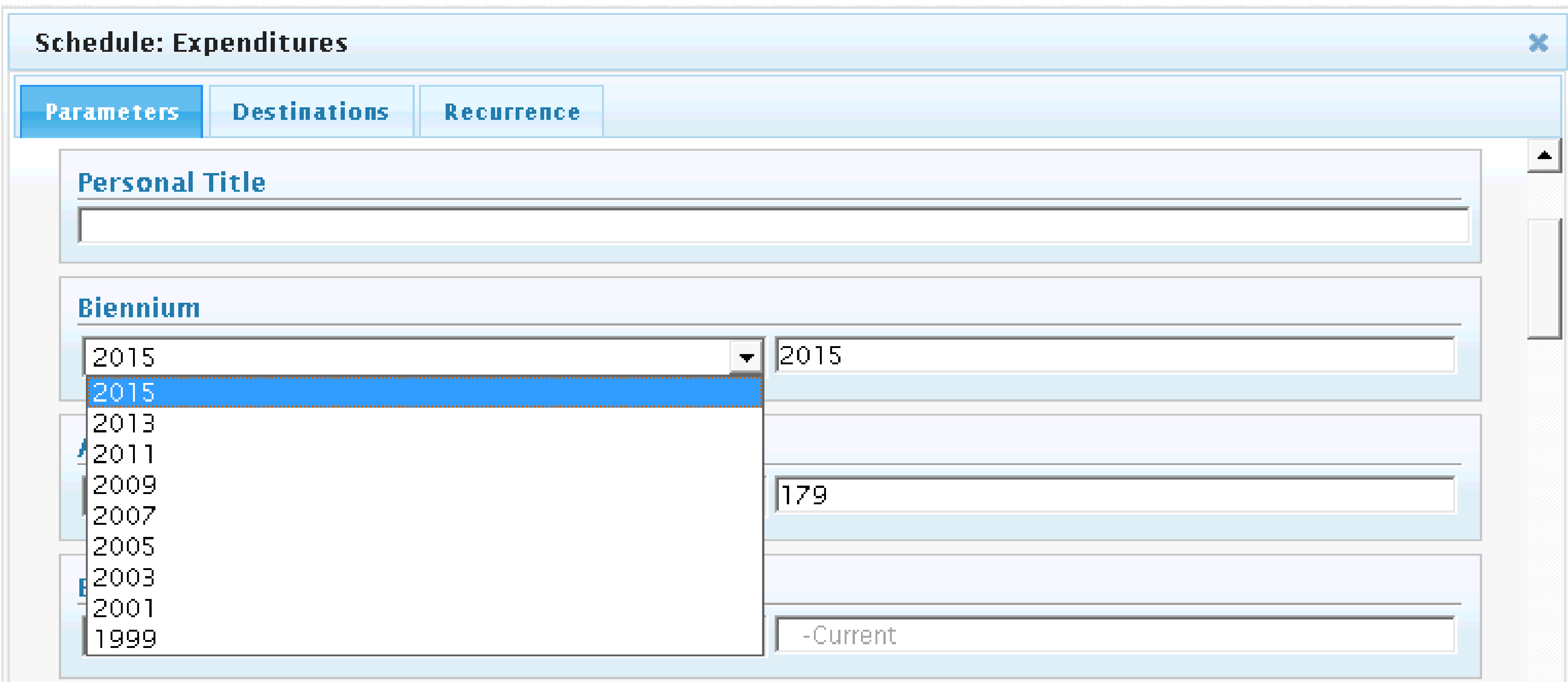
Free-Form Entry

- Parameters may have a free-form entry text box. If you know the code you can enter the values directly into the text box without using the pick lists. There are instances where the report has been developed to only allow you select a value from the pick list.



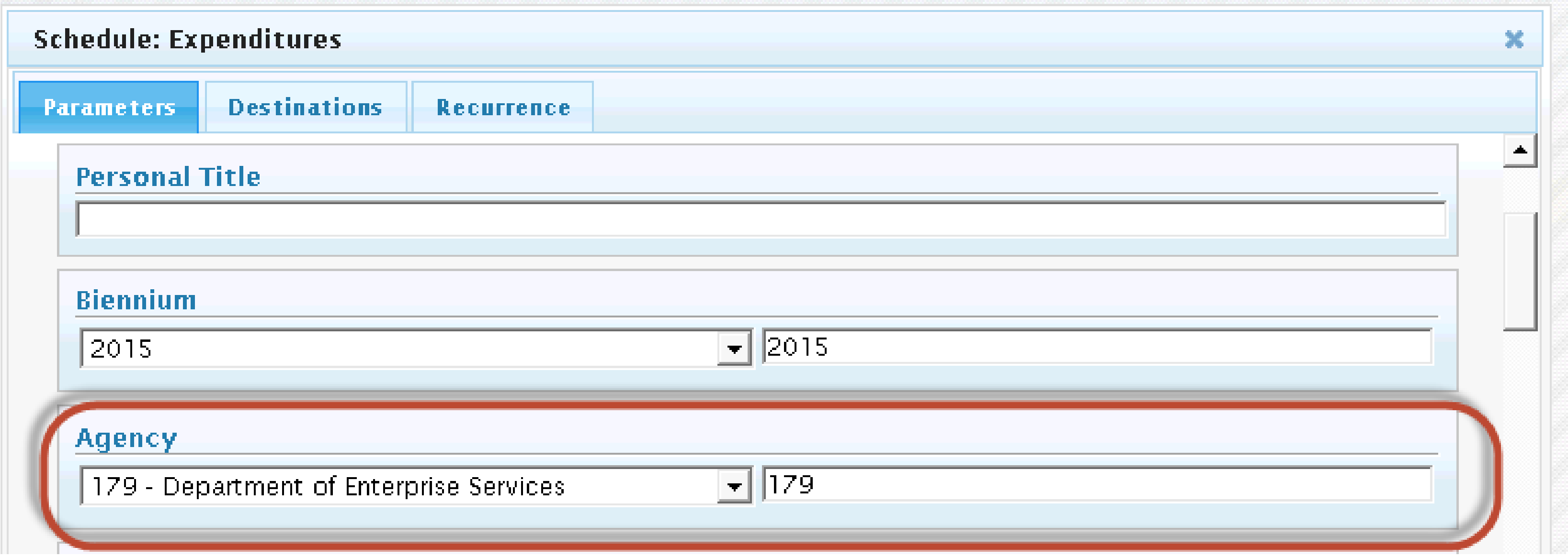
Biennium

- What biennium data do you want to review?
  - Biennia 1999 through 2015 available.



Agency

- Default is last three characters of your User Name
- User can override
- Certain financial reports allow multiple agencies to be selected

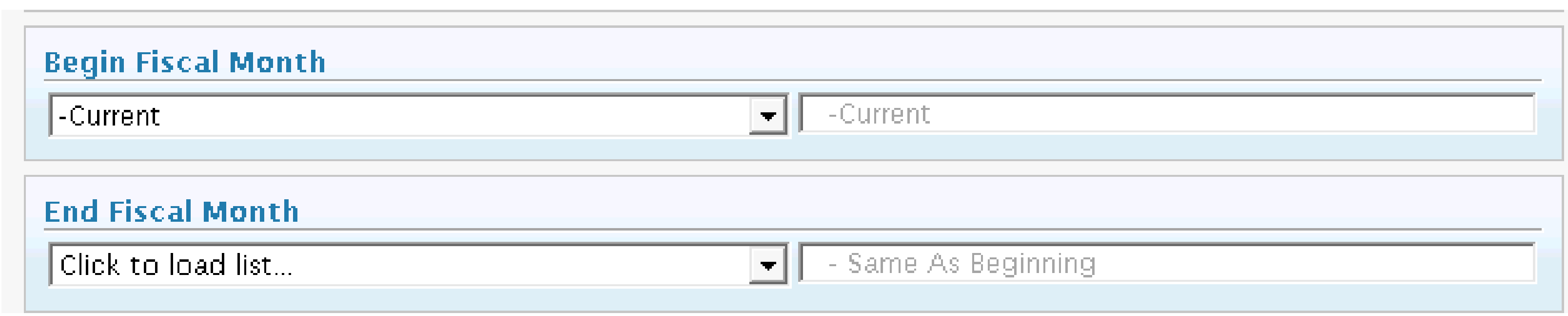


Fiscal Period

- When did the records occur that you need to review?
- “Current” is the fiscal month you are in
- “Prior” is the previous fiscal month

Current and Prior Month Example		
On Dates	**Prior Month**	**Current Month**
January 1– 31, 2013	FM06 – Dec FY1	FM07 – Jan FY1

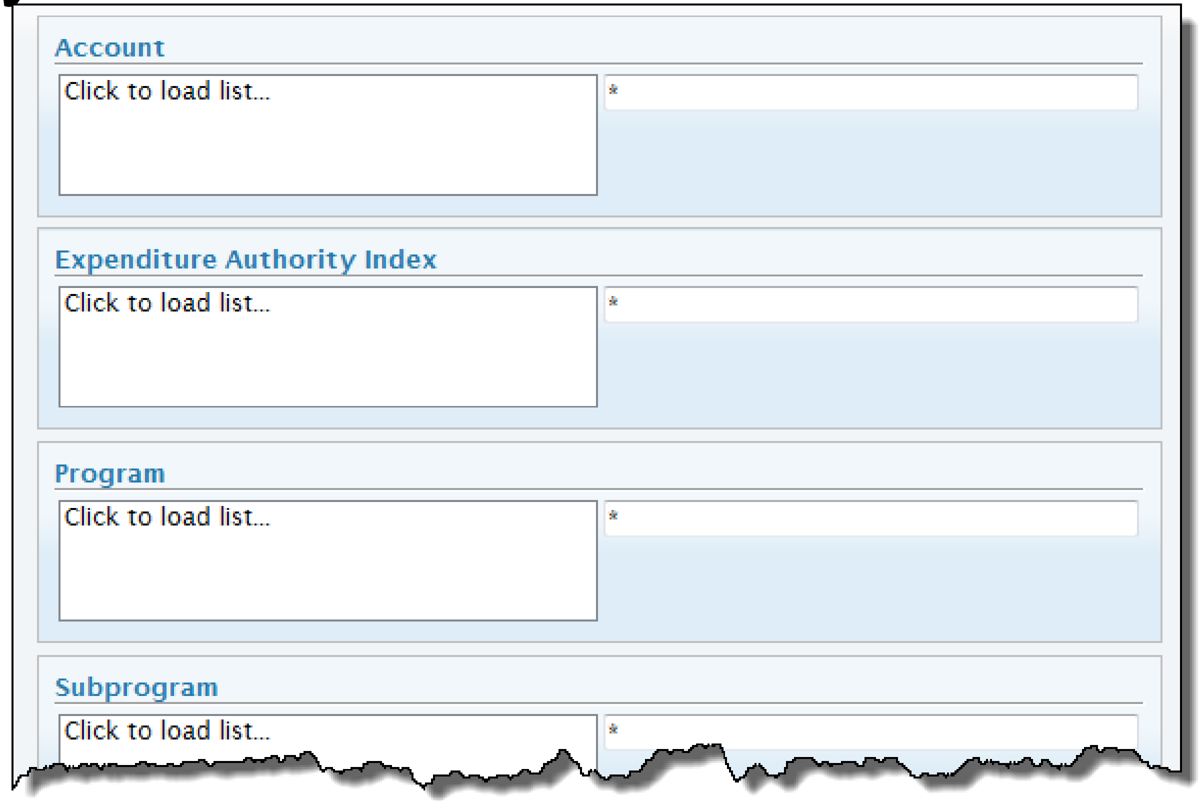
- Reports with a Begin and End Fiscal Month allow you select a single or multiple fiscal months (see below)



- Reports with only an End Fiscal Month start in July Fiscal Month One through your selection.

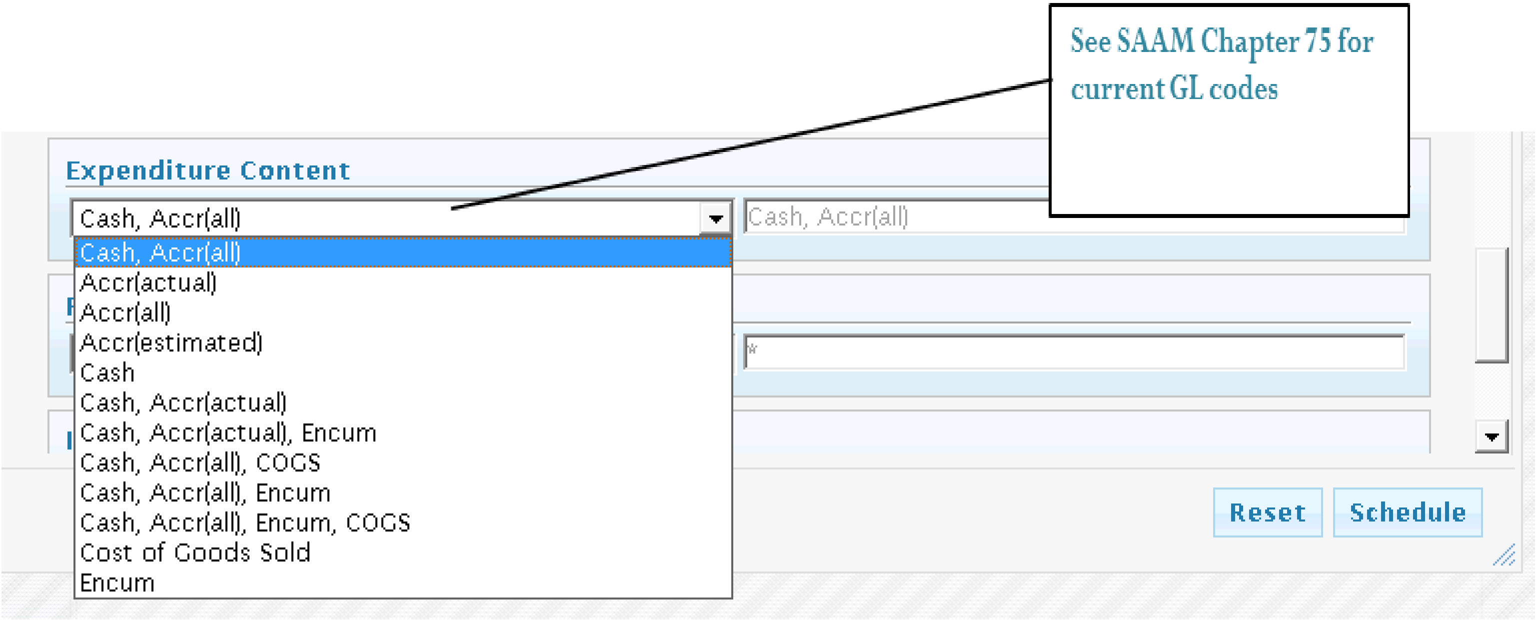
Account Code Parameters

- Account code parameters allow you to filter the data in a report based on your agency's chart of accounts.



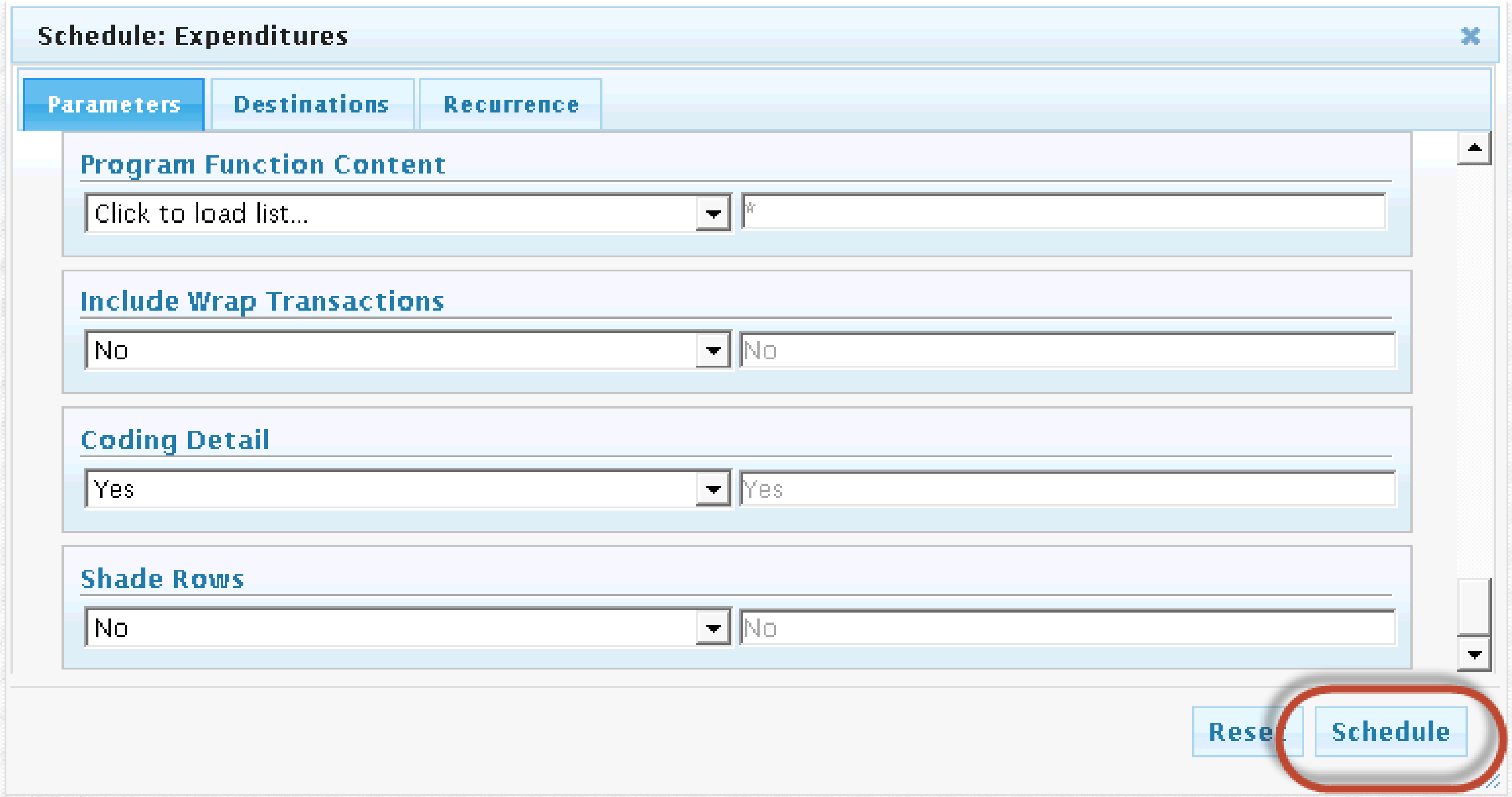
Expenditure Content

What Expenditure Content do you want to see?



[Schedule] button

- Click **[Schedule]** – this button will run the report



Reports Status

- **Pending**
  - The report is waiting in line at the server
- **Running**
  - Your report is at the server gathering the data.
- **Success**
  - The report went to the server and has returned with report results.
    - Data requested
    - An error message
    - No Data Reported
- **Failed**
  - The server rejected the report
  - Right click and select details to view the error message.

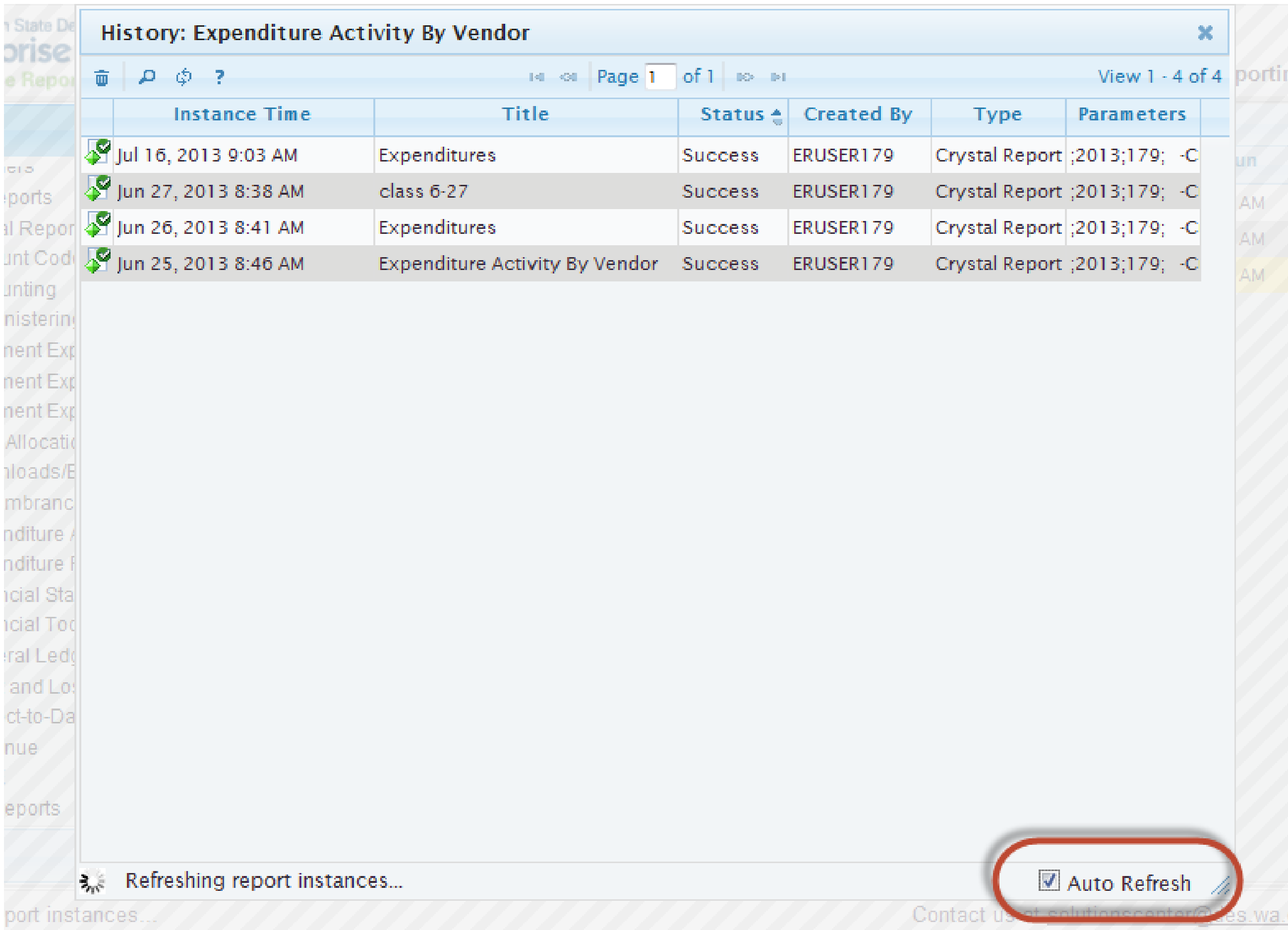
History: Expenditure Activity By Vendor

Page 1 of 1 View 1 - 4 of 4

Instance Time	Title	Status	Created By	Type	Parameters
Jul 16, 2013 9:03 AM	Expenditures	Success	RUSER179	Crystal Report	;2013;179; -C
Jun 27, 2013 8:38 AM	class 6-27	Success	RUSER179	Crystal Report	;2013;179; -C
Jun 26, 2013 8:41 AM	Expenditures	Success	RUSER179	Crystal Report	;2013;179; -C
Jun 25, 2013 8:46 AM	Expenditure Activity By Vendor	Success	RUSER179	Crystal Report	;2013;179; -C

Reports Status Updates

- The History page will auto refresh updating the report status automatically.



Report Status – History screen

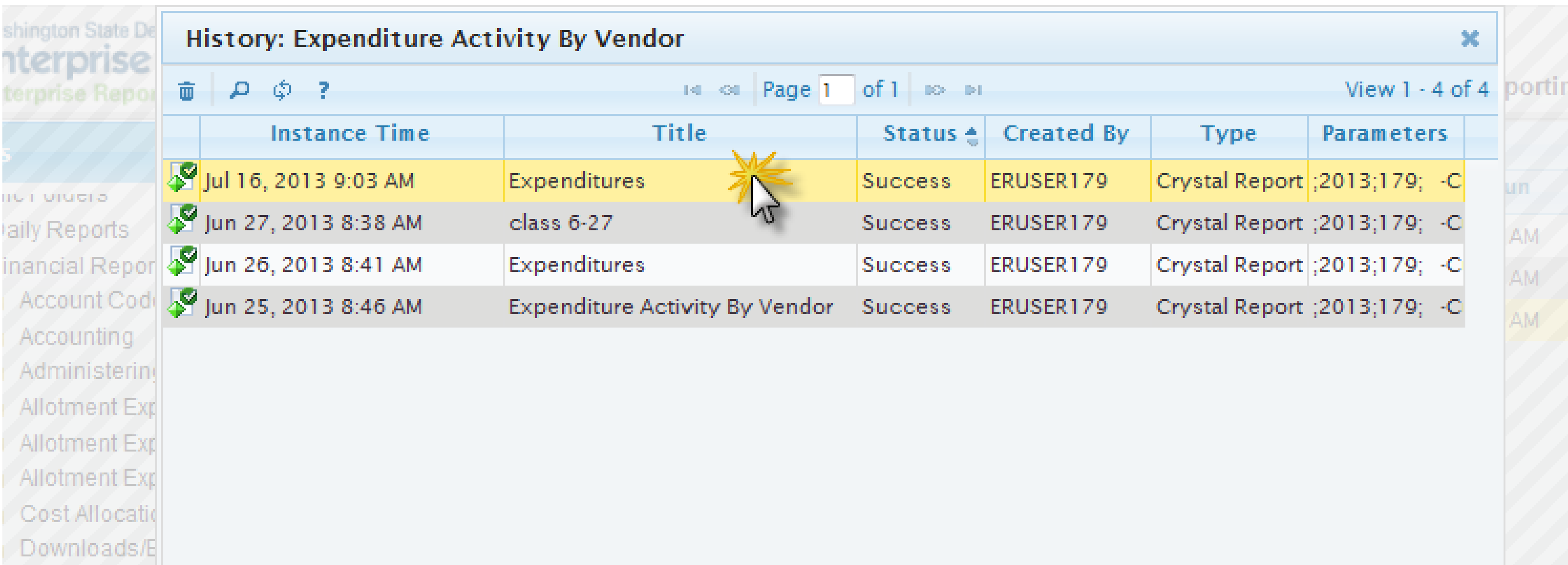
History Screen – Report History

- **Success & Failed Status**
  - Stays in history for 40 days
  - DSHS, HCA, DEL, OIC – 50 instances per report object

- **Information on History Page**
  - Instance Time
  - Instance Title
  - Status
  - Created By
  - Type
  - Parameters

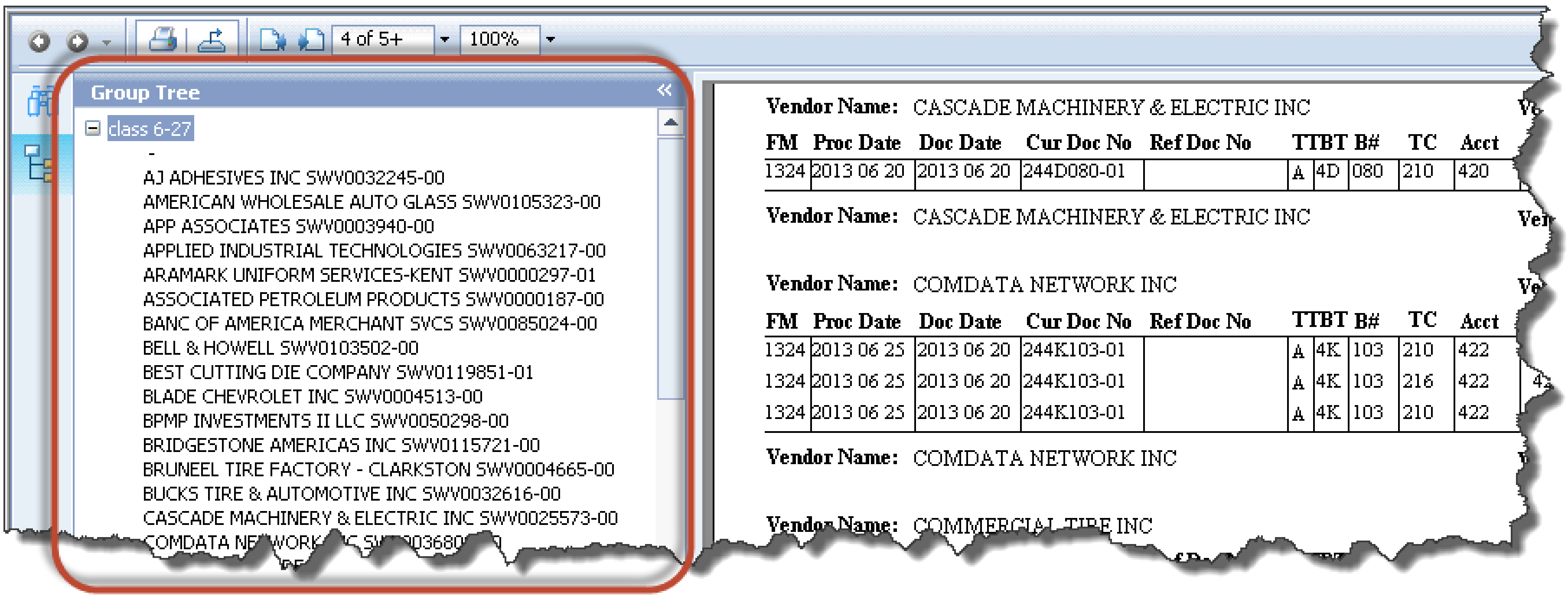
Viewing Reports

View Reports by double clicking on an instance with a status of Success.



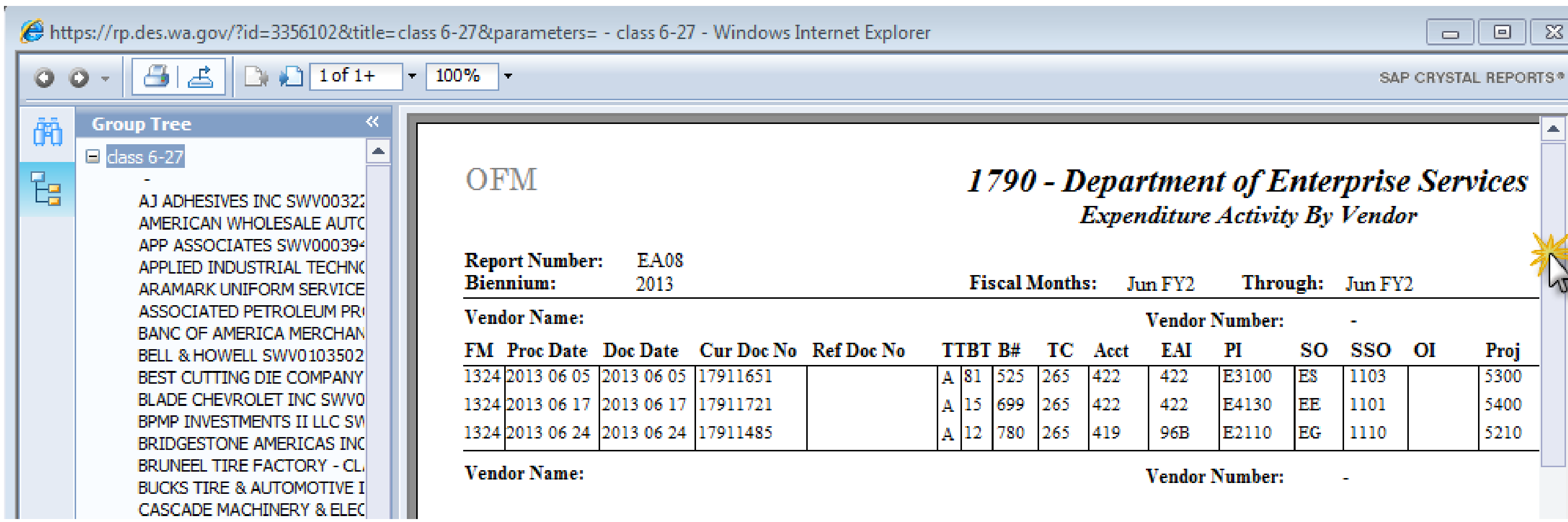
Group Tree

- Provides ability to jump to a certain group in a report.



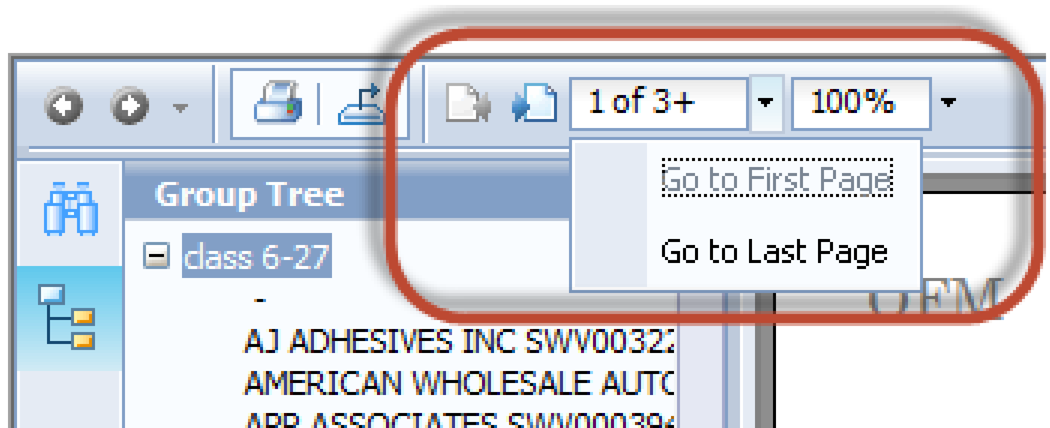
Navigating Your Report

You can use the scroll bar or scrolling mouse to navigate pages.



Or use the viewing tool bar

- Scroll Through pages
- Go to Page
- Go to First/Last Page
- Set Zoom



Input Parameter Page

3 / 3 Main Report 100% BusinessObjects

OFM

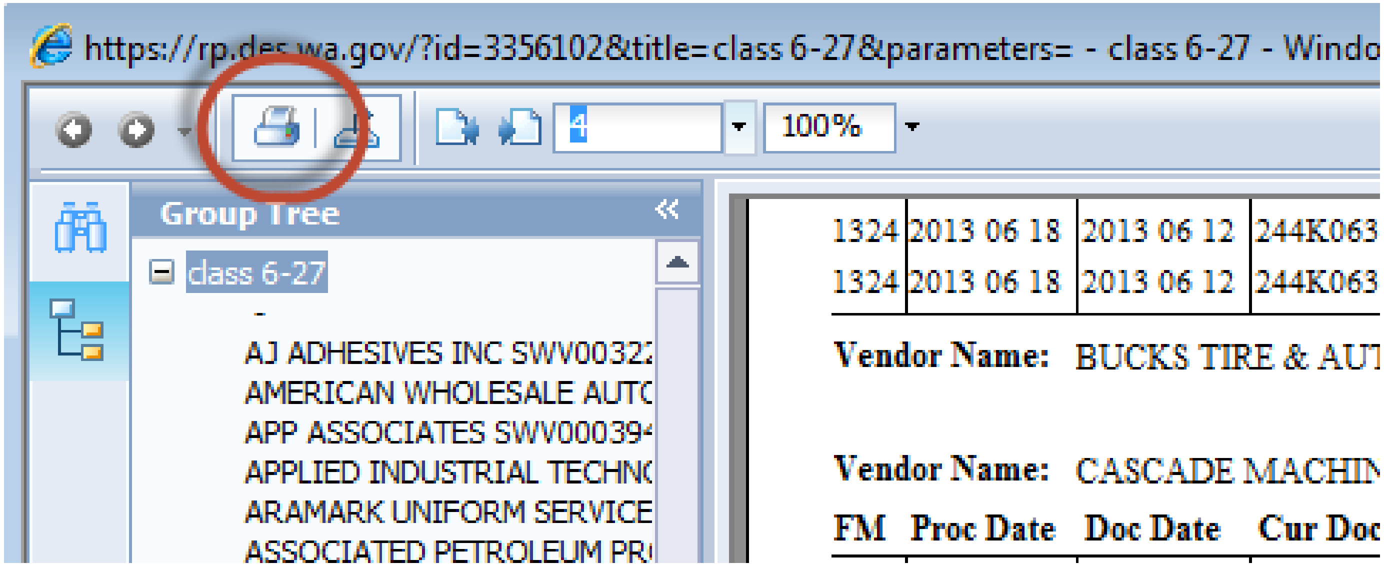
Expenditure Activity By Vendor

Report Number: EA08
Biennium: 2013 **Fiscal Months:** Jul FY1 **Through:** Jul FY1 **Transacti**

Input Parameters	**Entered As**	**Interpreted As**
User ID:	sched105	
Agency:	105	1050
Account:	*	All
Expenditure Authority Index:	*	All
Program:	030	030
Subprogram:	*	All
Program Index:	*	All
Object:	*	All
Subobject:	*	All
Sub-subobject:	*	All
Organization Index:	*	All
Project:	*	All
Vendor Name:	*	All
Vendor Number:	*	All
Vendor Sort Option:	Vendor Name	Vendor Name
Expenditure Content:	Cash, Accr(all), Encum	Cash, Accr(all), Encum
Program Function Content:	*	All
Include Wrap Transactions:	No	No
Coding Detail:	Yes	Yes
Shade Rows:	No	No

Print button

- Print Report
  - The Report Portal uses PDF to print reports.
  - The print dialogue box will vary depending on the PDF reader you are using.



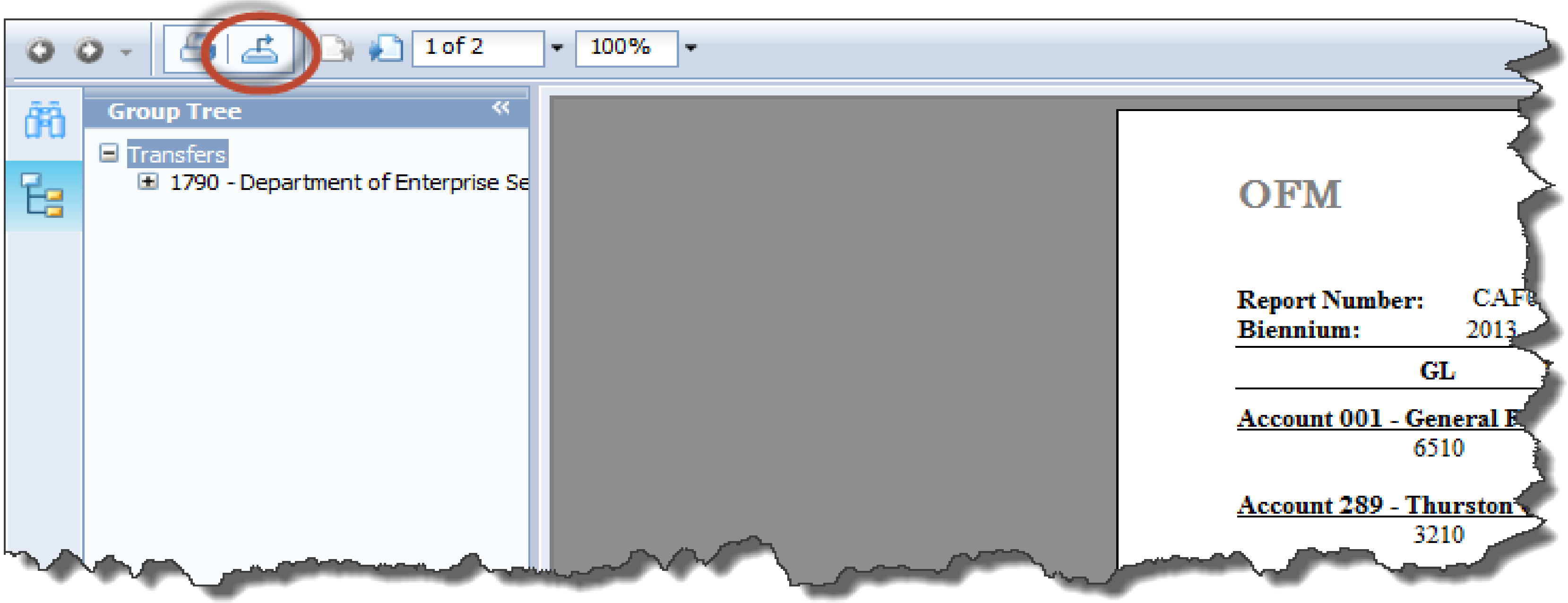
Exporting Reports

Below is an example of some of the file formats you can select when exporting reports:

- – Crystal Report (.rpt)
- – Adobe Acrobat (.pdf)
- – Microsoft Word (.doc)
- – Microsoft Excel 97-2000 (.xls)
- – Microsoft Excel 97-2000 Data-Only(.xls)
- – Microsoft Excel Workbook Data Only (.xlsx)
- – Rich Text Format (.rtf)

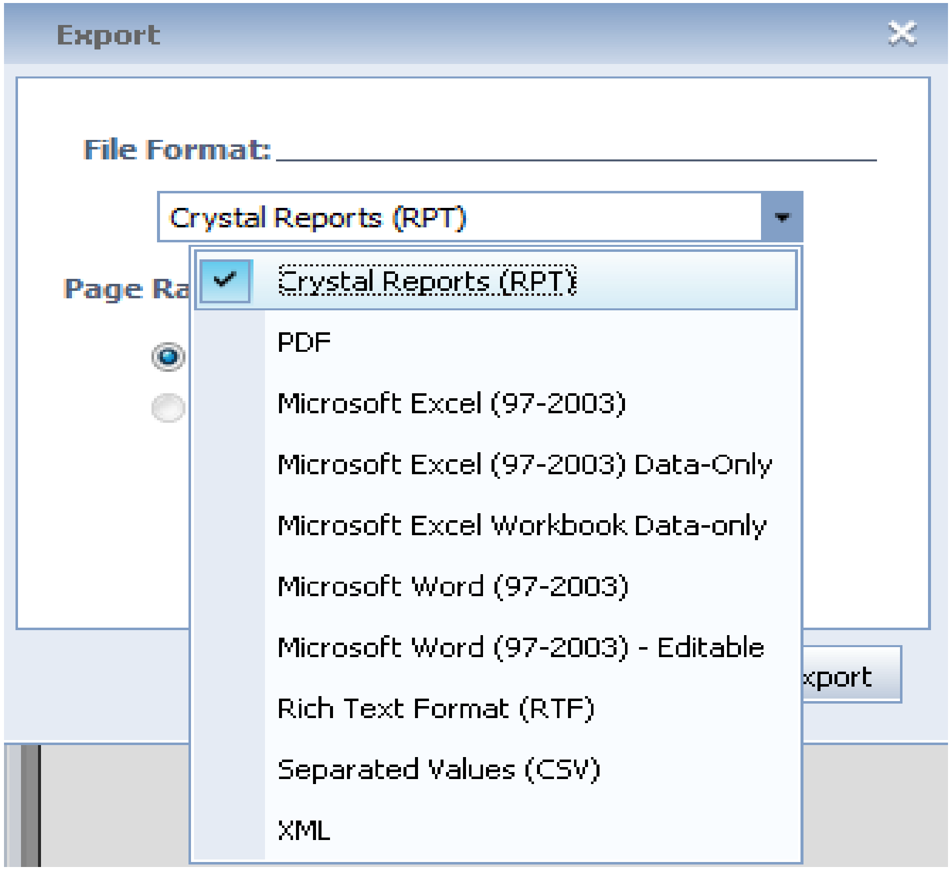
Exporting Reports

After opening the report click on the **Export** icon in the upper left corner of the viewer toolbar.

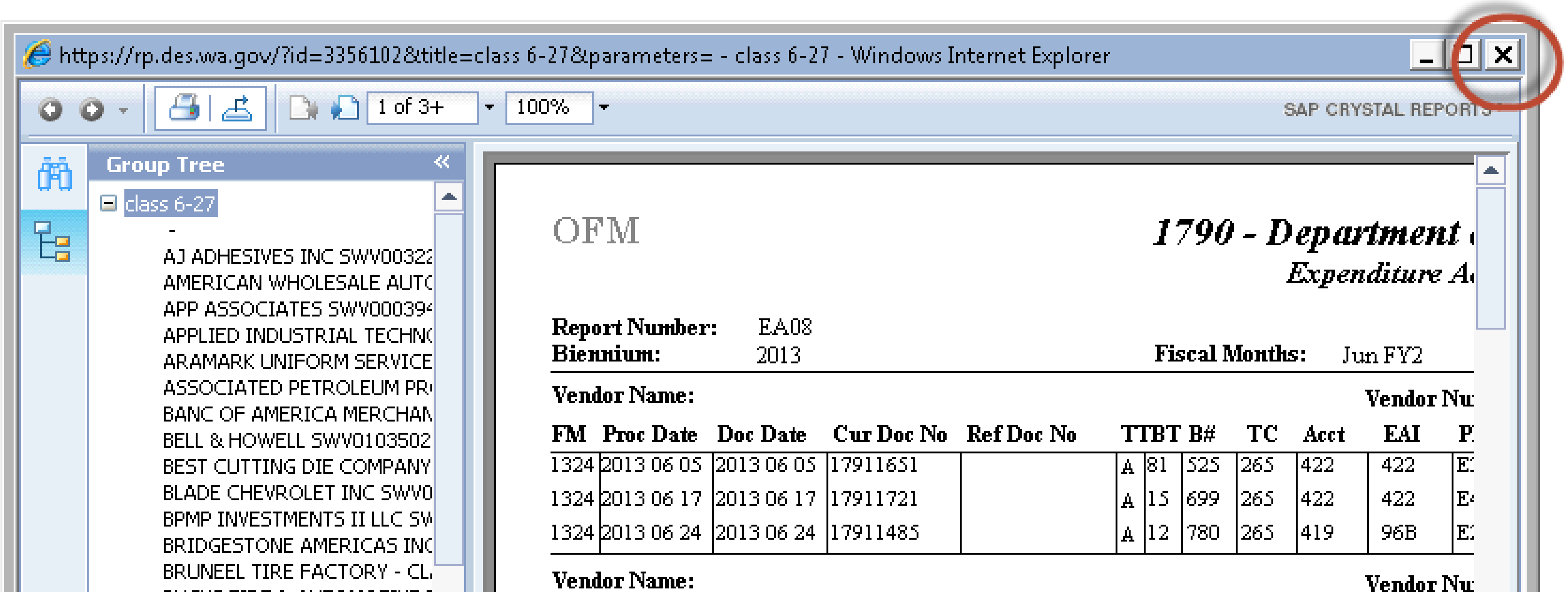


Exporting Reports

Select the appropriate format type and page range. Then click on Export.

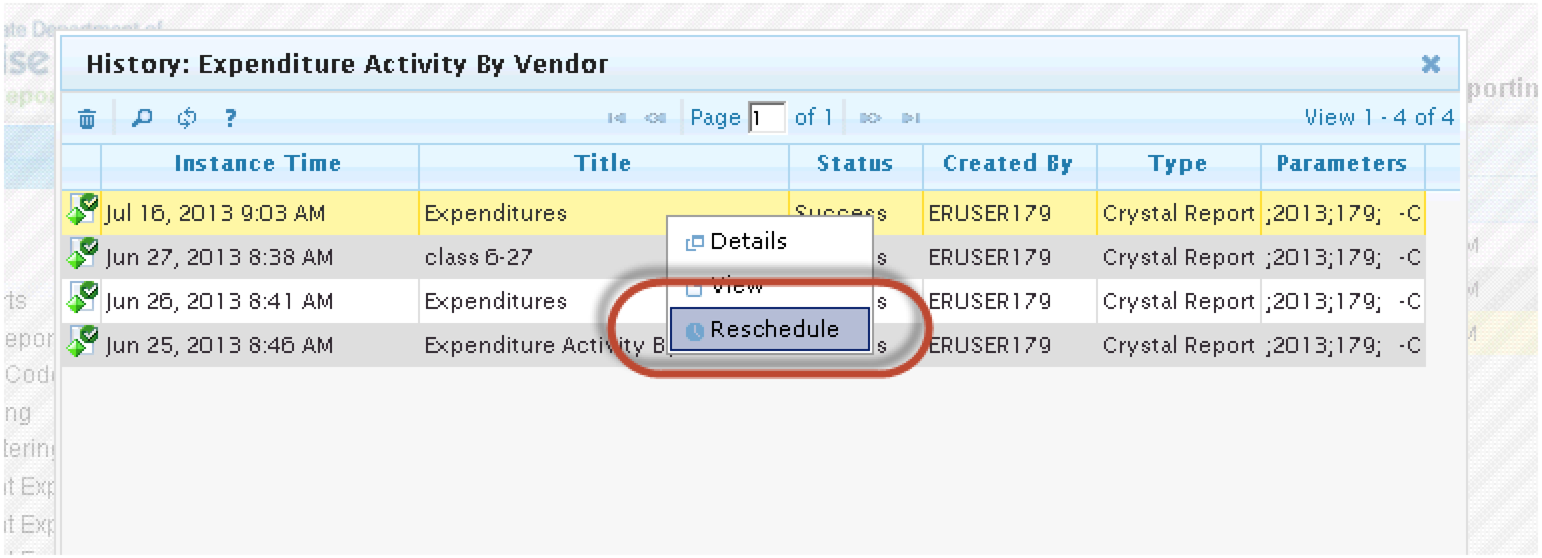


Close Report



History Page - Reschedule

- Right click on the report instance and select reschedule from the menu.



- Remember to check recurrence & destination options when rescheduling.

Account Code Hierarchies

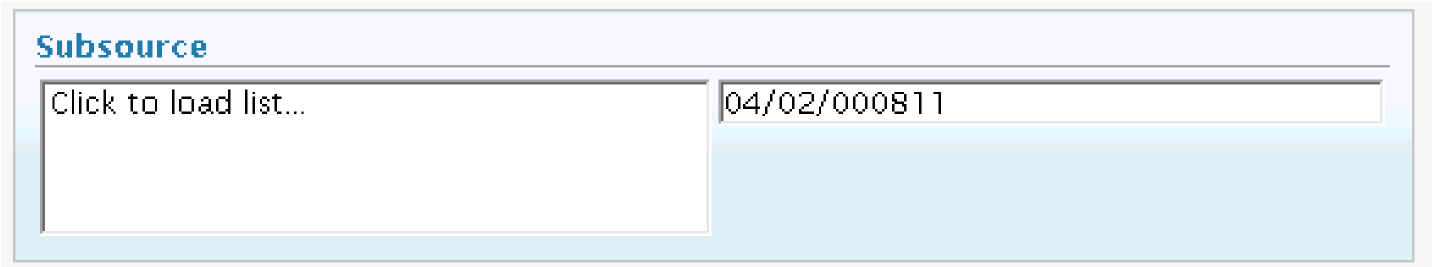
- Some account codes have hierarchical levels.
  - Program
    - Program, Subprogram, Activity, Subactivity, Task, Program Index
  - Object
    - Object, Subobject, Subsubobject
  - Project
    - Project, Subproject, Project Phase
  - Revenue
    - Major Source, Source, Subsource
  - Organization
    - Division, Branch, Section, Unit, Cost Center, Organization Index

Hierarchical Examples

Account Code	Parameter Length	Valid Code Samples
Sub Program	2	010/02
Activity	2	010/02/01
Sub Activity	2	010/02/01/03
Task	2	010/02/01/03/04
Branch	2	01/02/
Section	2	01/02/03
Unit	2	01/02/03/04
Cost Center	2	01/02/03/04/05
Sub Project	2	0112/02
Project Phase	2	0112/02/03
Sub Sub Object	4	EA/0110
Major Source	2	03/17
Sub Source	6	03/01/223344
Subsidiary Account	6	5154/105000

Account Code Hierarchies

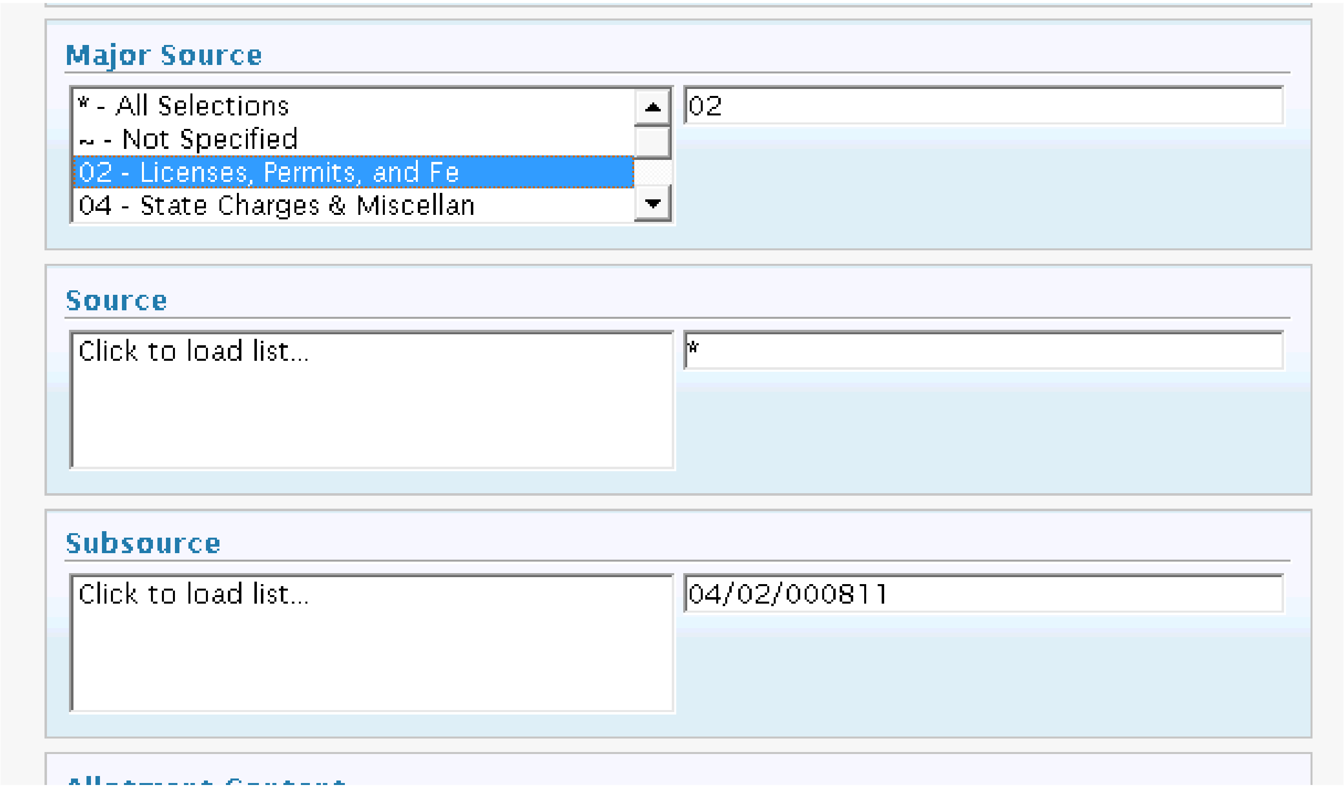
- Hierarchies can be entered at any level of the hierarchy.
  - You do not need to enter every level
- When a single value is entered the lower levels will be filtered by the selected values.
- When entering lower levels of Hierarchies you must enter all levels of the hierarchy.
  - Each level must be separated by a front slash (/)



- You can use all the wild card characters within the hierarchical structures.

Account Code Hierarchies

- When multiple levels of hierarchy is selected only the lowest value will be passed to the report.
  - In the example below Major Source “02” was selected and Subsource “04/02/000811”. Only the results for “04/02/000811” will be returned. The Major Source setting will not be passed to the report.



Hierarchy Examples

- Sub Sub Object: EA/0110
- Activity: 010/01/02
- Unit: 04/02/01/01
- Project Phase: A123/01/99
- Sub Source: 03/15/A12000, 03/15/A12001

Multiple Value Selection

- Account codes can be scheduled using special characters to get to the right information.
  - "*" – Replaces one to many character
  - "?" – Replaces a single character
  - "[ ]" – Rejects values included in the brackets
  - "-" – Allows you to enter a range of values.
  - "," – Allows you to create a of list values.

- Special characters can used with each other to refine search results.

Multiple Value Selection Examples

- **Valid** uses of **wild card** (*****) and **replacement** (**?**) input specifications:

Valid Inputs	Description of data returned
Fund Examples:	
*	All Funds
?6*	Any Fund with 2nd character = "6"
6??	Any Fund with 1st character = "6"
6*	Any Fund beginning with "6"
Program Index Examples:	
?????	All Program Indexes
1?3*	Any Program Index with 1st character = "1" and 3rd character = "3"
*12?	Any Program Index with 3rd character = "1" and 4th character = "2"
*2	Any Program Index with last character = "2"

Multiple Value Selection Examples

Examples of **valid** uses of non-hierarchical **ranges** (**-**) input specifications:

Valid Inputs	Description of data returned
Fund Examples:	
001-101	Any Funds between "001" and "101"
200-210	Any Funds between "200" and "210"
2??-3??	Any Funds between "200" and "3ZZ"
Program Index Examples:	
23500-23599	Any Program Indexes between "23500" and "23599"
235?0-2??99	Any Program Indexes between "23500" and "2ZZ99"

Multiple Value Selection Examples

Examples of **valid** uses of non-hierarchical **list** (**,**) input specifications:

Valid Inputs	Description of data returned
Fund Examples:	
001,01P,025	Funds "001", "01P", and "025"
108,290,422,547	Funds "108", "290", "422", and "547"
Program Index Examples:	
23500,23599	Program Indexes "23500" and "23599"
E1234,A2345,C3456	Program Indexes "E1234", "A2345", and "C3456"

Multiple Value Selection Examples

Examples of **valid** uses of non-hierarchical **blank code** (**~**) input specifications:

Valid Inputs	Description of data returned
Fund Examples:	
~	All blank code Programs
Program Index Examples:	
~	All blank code Program Indexes

Multiple Value Selection Examples

Examples of several valid input specifications with the *Reject* criteria.

Pick List Parameters	Valid Inputs	Description of data returned
Project Phase	0020/02/??-0030/04/??, [0020/02/03]	Any Project / Sub Project / Project Phase between 0020/02/00 and 0030/04/ZZ except for 0020/02/03
Project	999?,[999Z]	All Projects that start with "999" except for Project 999Z
Program	010-080,[060,070]	Programs 010 through 080 except Programs 060 and 070
	010-080,[050-070]	Programs 010 through 080 except Programs 050 through 070
	010/02-010/05,[010/04]	Program 010 with Sub Programs 02 through 05 except Sub Program 04
Program Index	C*-F????,[E*]	All Program Indexes beginning with "C" through all Program Indexes that begin with "F" excluding all Program Indexes that begin with "E"
Organization Index	A420-B500,[~]	Organization Indexes A420 through B500 except for any blank coded Organization Indexes

Multiple Value Selection Examples

Following is an example of a compound list of fund specification:

- 001,030,*4,700-750,~,9??-93?,[725]

The data returned would be report information containing:

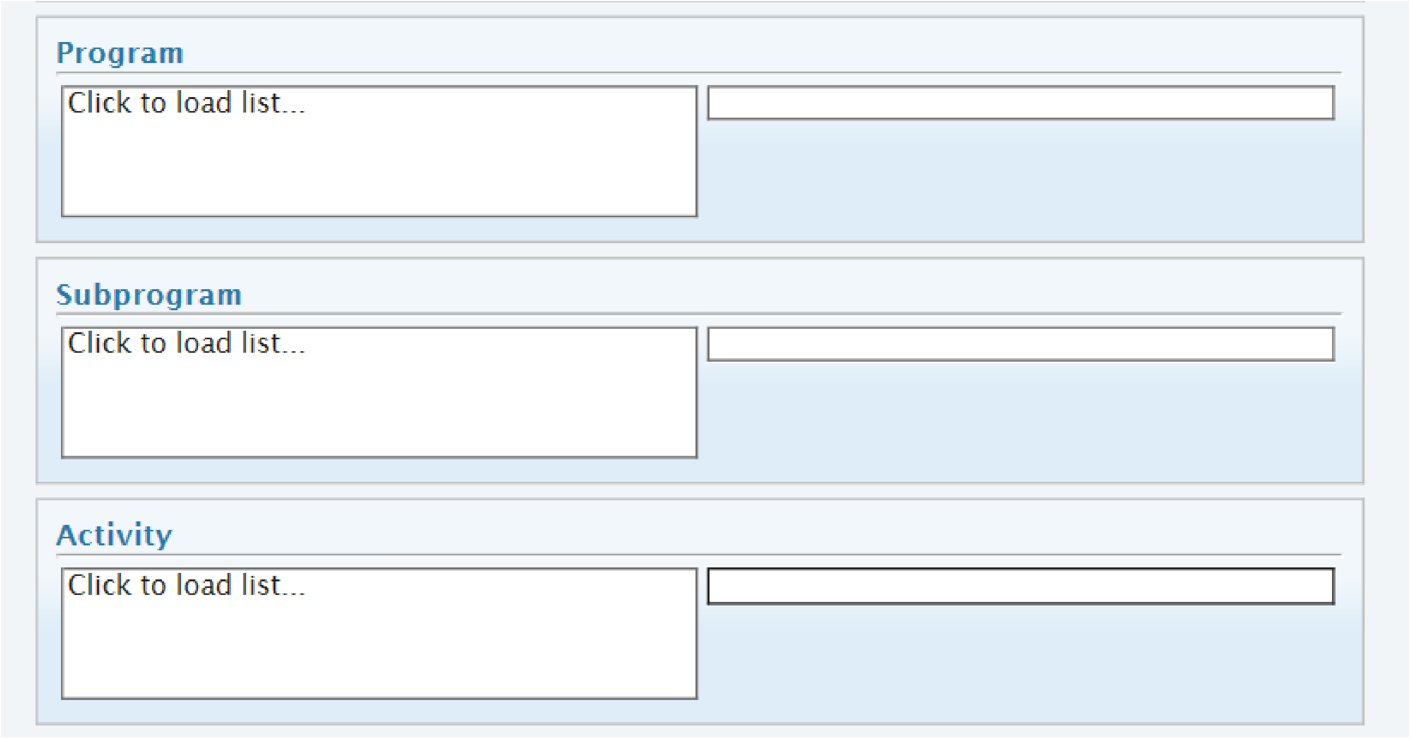
Fund = “001”
AND
Fund = “030”
AND
Any fund ending with the character “4”
AND
Funds between “700” and “750” inclusive
AND
Fund = “   ” (blank code)
AND
Funds between “900” and “93Z” inclusive
AND
Reject Fund 725

Account Code Hierarchies and Multiple Value Selection

- How do you format the following account code?
  - All vendors with “Olympia” in the title

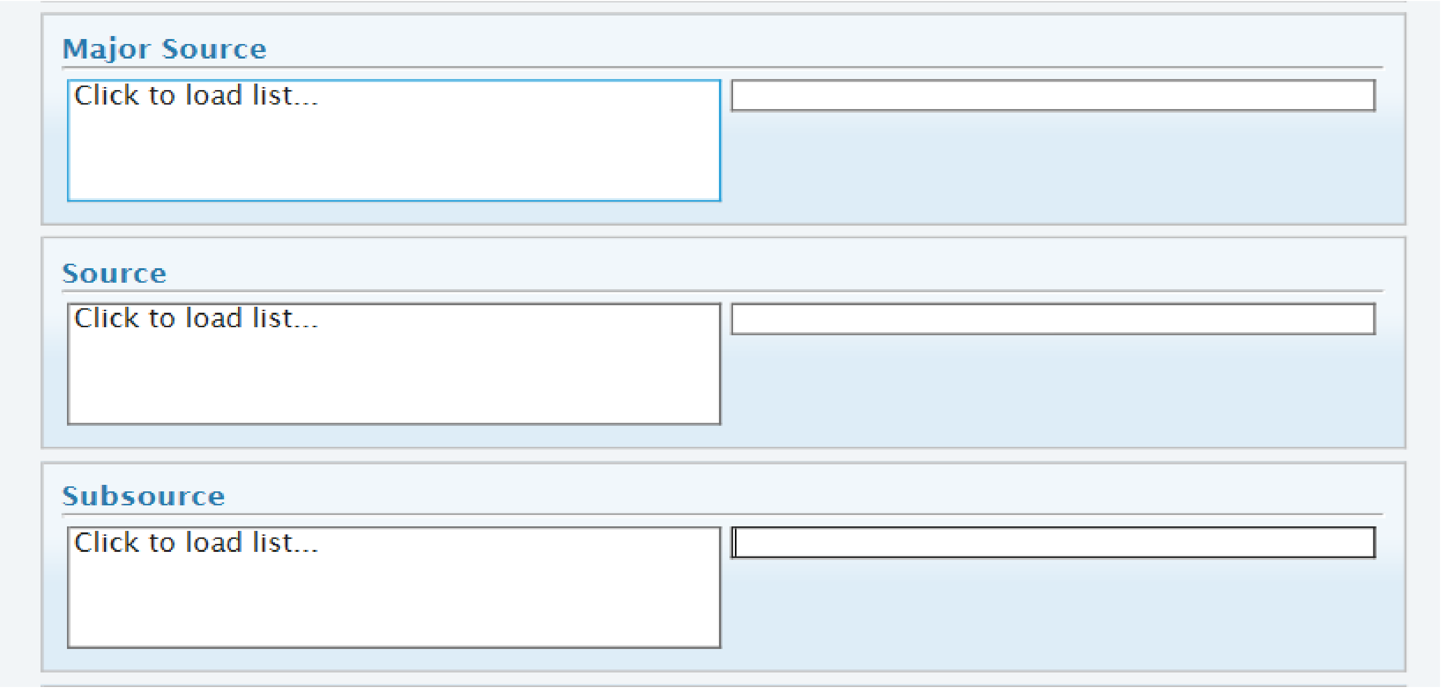
Account Code Hierarchies and Multiple Value Selection

- How do you format the following account code hierarchy?
  - Program 100 and Subprograms 02 through 10



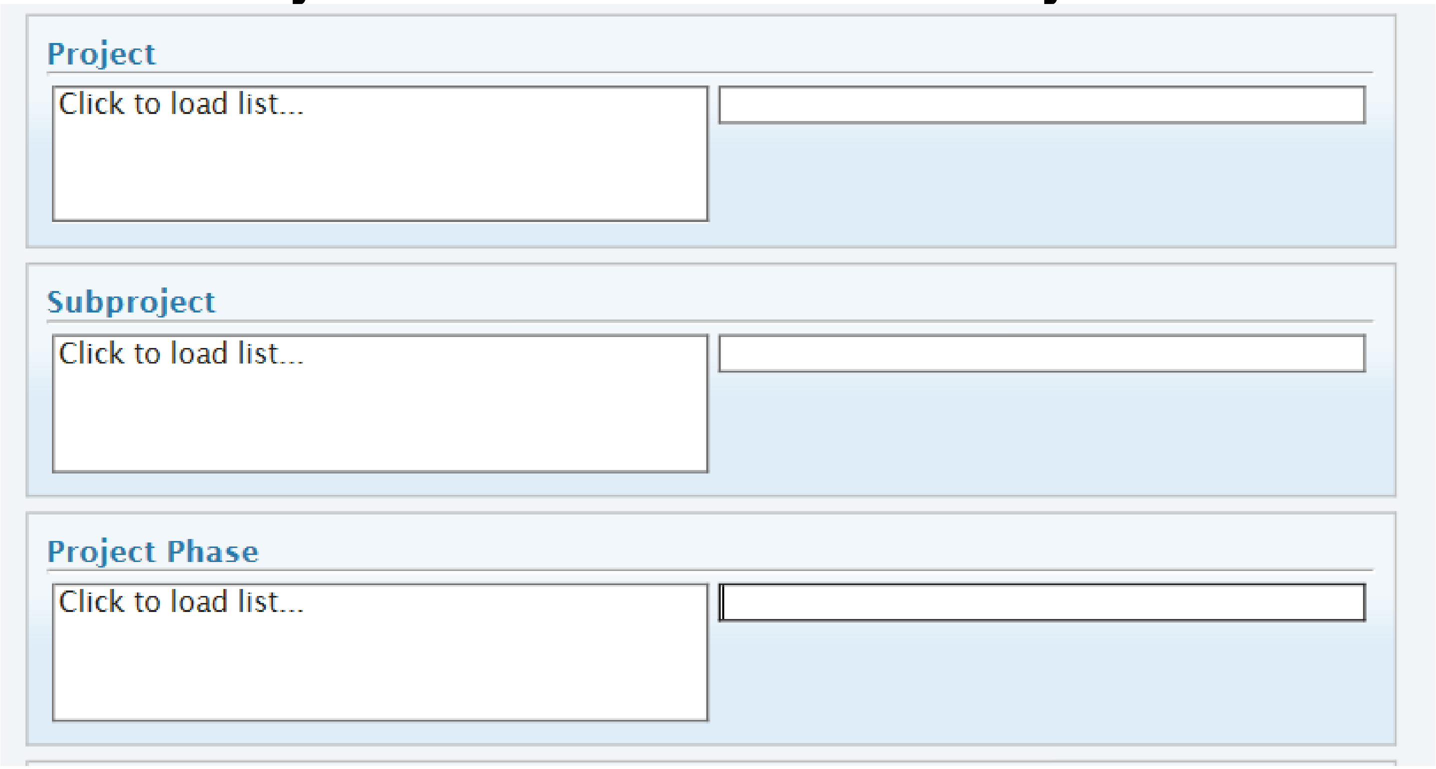
Account Code Hierarchies and Multiple Value Selection

- How do you format the following account code hierarchy?
  - Major Source 04, Source 02, and Subsource 000811



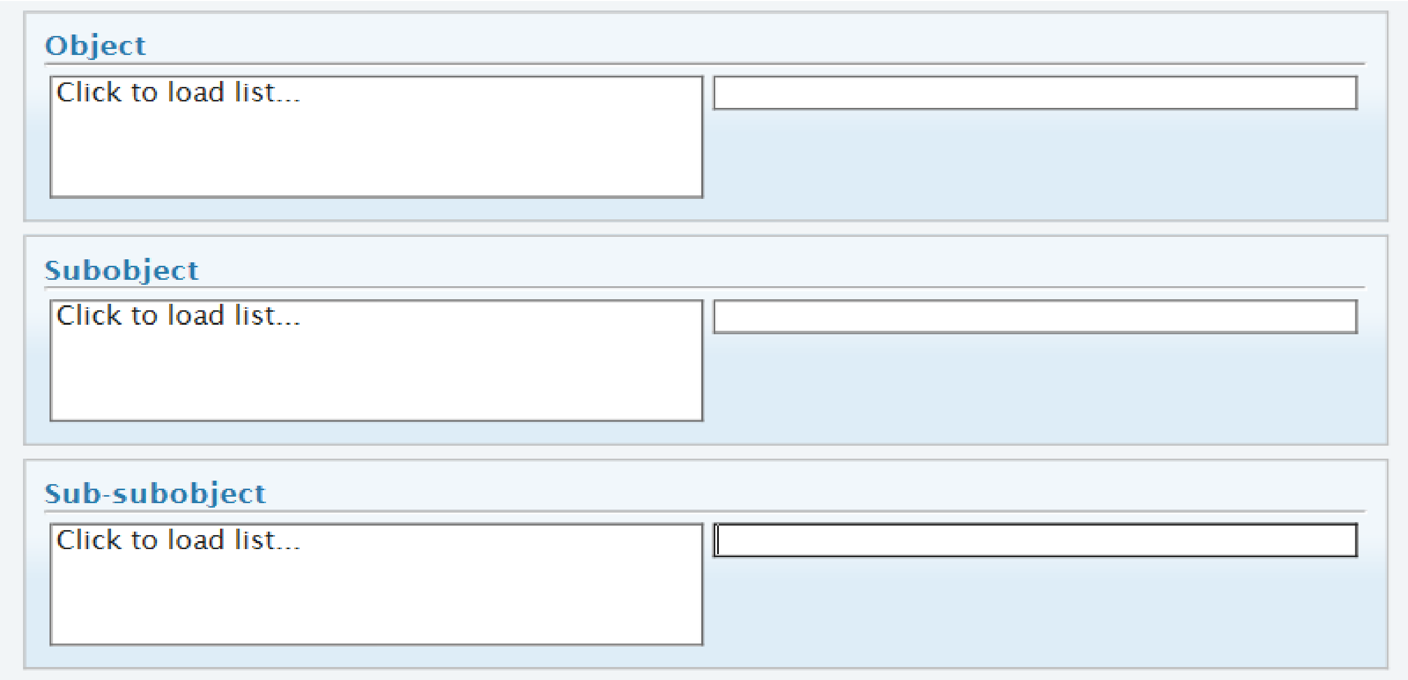
Account Code Hierarchies and Multiple Value Selection

- How do you format the following account code hierarchies?
  - All Projects that have SubProject 02



Account Code Hierarchies and Multiple Value Selection

- How do you format the following account code hierarchy?
  - Suboject EA with all Subsubobjects except 2029.



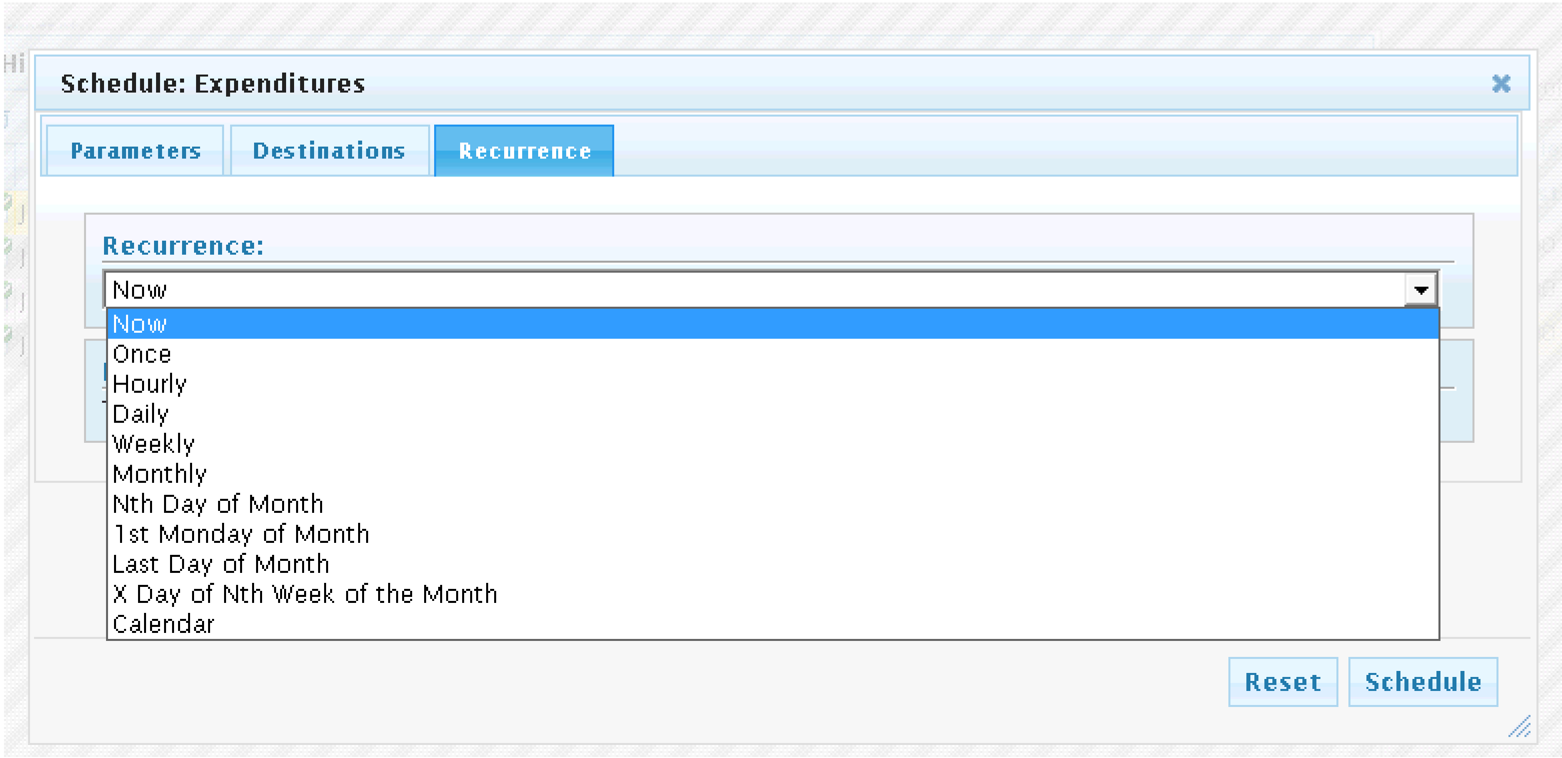
Recurrence

- How to Run a Report
  - Parameters (What?)
  - Recurrence (When?) – When to have the system run your reports?
  - Destination (Where?)
  - Format (How?)

- Click on the Recurrence Tab

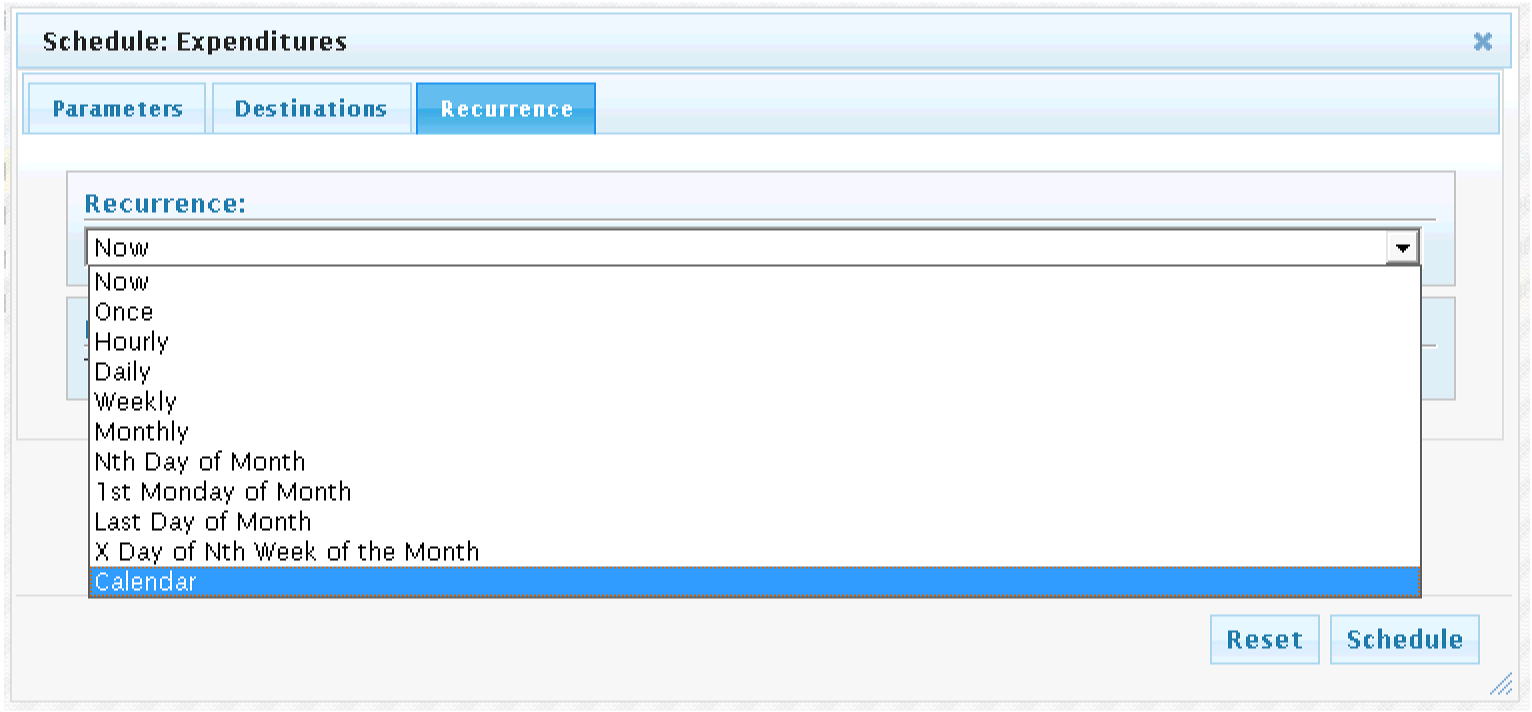
Recurrence

- The default value is now.
- Select the appropriate schedule option for your report.
- Please do not use hourly.



Recurrence

- Calendar allows you to select custom business calendars when scheduling your report (for example – AFRS and CAFR closing).

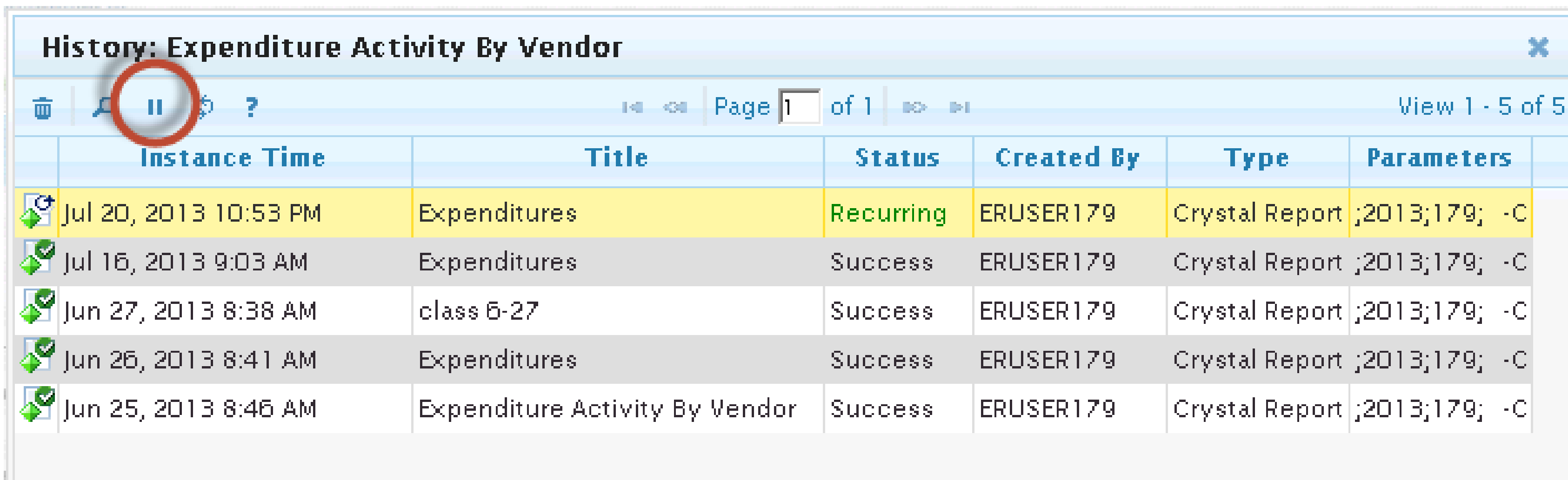


Reports Status – Recurring / Paused

- **Recurring**
  - This report is going to generate based on a predetermined schedule
- **Paused**
  - Recurring reports can be paused so they do not run
  - Paused reports stay on a user account indefinitely
  - Select “Recurring” and select “Pause”

Recurrence – *Pausing a Report*

- To pause a report; click on the report and right click the pause button.



History: Expenditure Activity By Vendor

Page 1 of 1 View 1 - 5 of 5

	Instance Time	Title	Status	Created By	Type	Parameters
	Jul 20, 2013 10:53 PM	Expenditures	Recurring	ERUSER179	Crystal Report	;2013;179; -C
	Jul 16, 2013 9:03 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
	Jun 27, 2013 8:38 AM	class 6-27	Success	ERUSER179	Crystal Report	;2013;179; -C
	Jun 26, 2013 8:41 AM	Expenditures	Success	ERUSER179	Crystal Report	;2013;179; -C
	Jun 25, 2013 8:46 AM	Expenditure Activity By Vendor	Success	ERUSER179	Crystal Report	;2013;179; -C

Destination

- How to Run a Report
  - Parameters (What?)
  - Schedule (When?)
  - Destination (Where?) – Where to send your reports?
  - Format (How?)

Destination

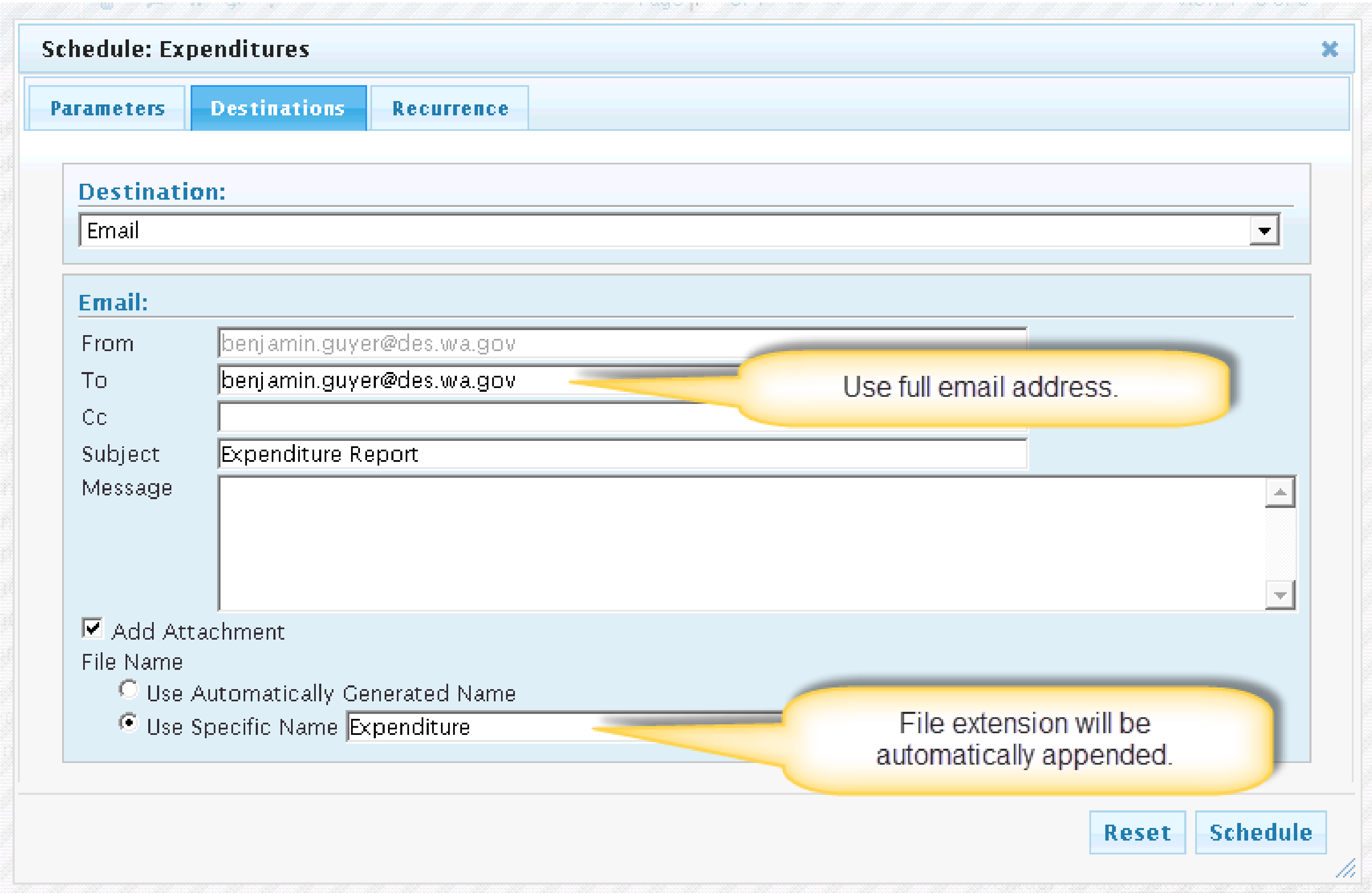
Default is your user profile

- Log in to the portal and view your report from the history page.
- Even if another option is selected an instance will remain in your history.

Email (SMTP)

- Mindful of agency’s file limitation.
- Separate “To” with semi colon – (Portal currently only allows single email address).
- Specified File Name – give it something meaningful.
- Recommended file format – Adobe Acrobat or MS Office.

Destination

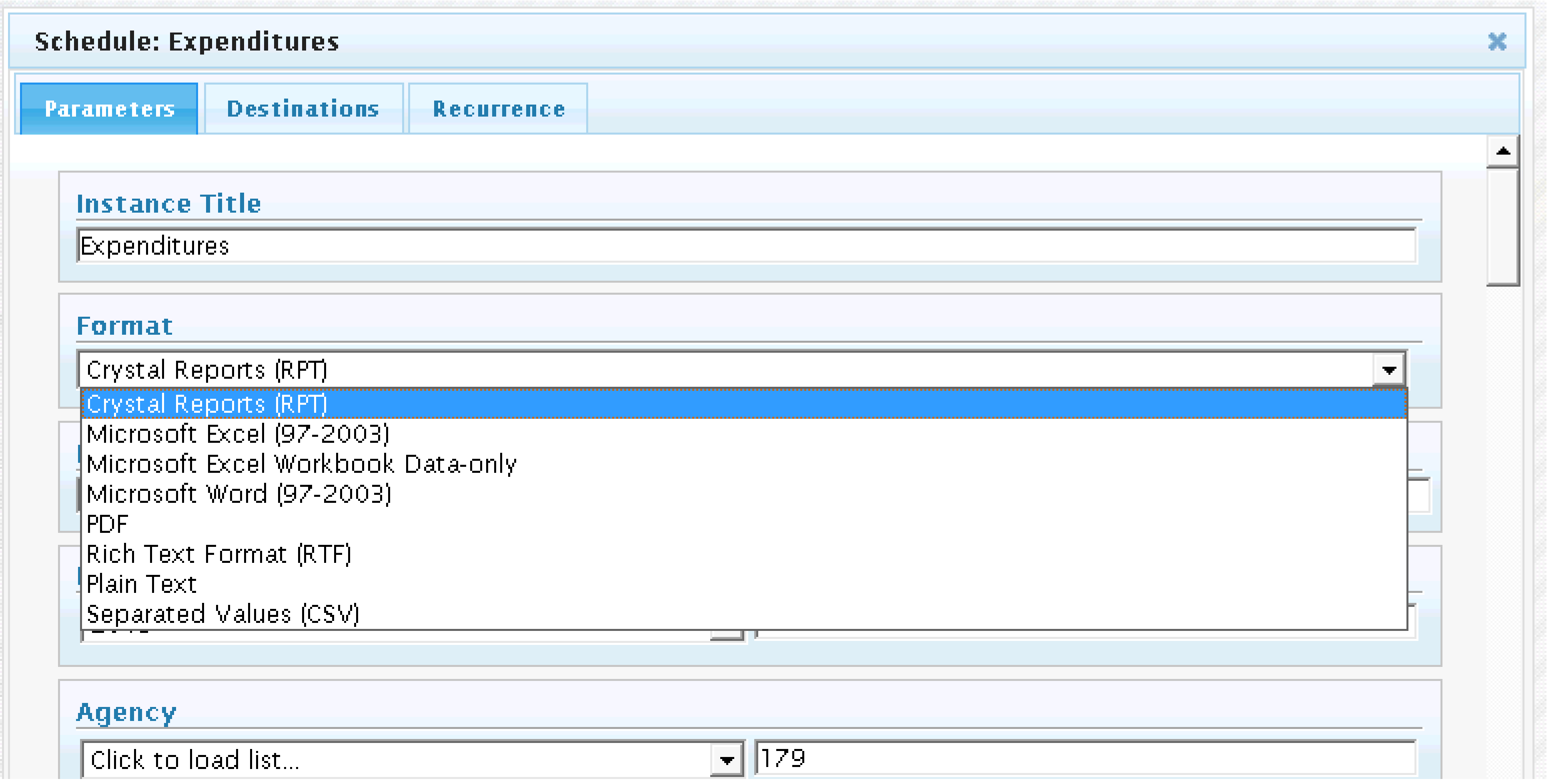


Format

- How to Run a Report
- Parameters (What?)
- Schedule (When?)
- Destination (Where?)
- Format (How?) – How data is displayed?

Format

- Available to be set on the parameter page.
- If emailing to others select PDF or Excel.



Thank you

Questions?

- **360-407-9100 (Enterprise Services Solutions Center)**
- **SolutionsCenter@des.wa.gov**